

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th January 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr Pidgeon, Mr Clarke, Mrs Falcini, Mr Siggers, Mrs Pidgeon, Mr White, Mr Crow, Mr Chaplin, Mr Dickerson

District Cllr McCraith

Members of Public –1

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

Mr Webb, County Cllr Mrs Oliver, District Cllr Cathcart

02. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 2nd December 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

03. MATTERS ARISING

KNUTSFORD ROAD TREE –It was advised that the tree was still there without leaves.

-Mr

HIGH STREET FLOODING –Mr White agreed to urge the problem with the Highway Supervisor.

Cathcart

-Mr

TOWER CLOSE –Mr Crow confirmed the work was still outstanding. He expressed his concern over the length of time it had taken the District Council to act.

White

PAPWORTH TRUST –The Clerk confirmed she had not yet been contacted by the representative of Voyage Care.

VILLAGE GREEN –The Clerk to urge a meeting with the contractors.

-Clerk

CAMBRIDGE CRESCENT NOTICE BOARD –Residents of Cambridge Crescent had now given their agreement for a notice board to be positioned there. They had highlighted areas on a map.

Councillors agreed that a quotation for the notice board would now be sought. Mr Webb to be asked for progress on the board for outside the shop and if satisfactory a quotation for this notice board from the same contractor would be requested.

-Clerk

04. CORRESPONDENCE

BROADBAND SPEEDS -An e-mail had been received from a resident pointing out the slow broadband speeds in the village and forgotten by British Telecom. Mr White stated that there was often a problem with the internet provider. After discussion it was agreed the Clerk write to British Telecom about the unsatisfactory service.

-Clerk

PHOTOGRAPHY COMPETITION –It was stated that the photographs had not yet been posted on the village website. The Chairman confirmed this was in hand.

FOR INFORMATION

CANALBS –Advertisement December 2008

SMP –Advertisement

CCC –Winter Gritting and Snow Clearing

LOCAL COUNCIL REVIEW –January 2009

CAMBRIDGESHIRE ACRE –Community Action Winter 2008

SCDC HOUSING FUTURES –Update December 2008

COPE –November/December 2008

CAMBRIDGESHIRE ACRE –Membership information

NATIONAL PROBATION SERVICE –Annual Report 2007/08

05. OPEN FORUM

There were no points raised for discussion.

06. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce December 2008 (inc. £221.56VAT)

£1487.61

HALES PRINTERS

Newsletters		£ 285.00
INFORMATION COMMISSIONER		
Renewal of Data Protection entry		£ 35.00
CAMBRIDGESHIRE ACRE		
Membership 2009		£ 35.00
SLCC		
Membership 2009		£ 105.00
MRS S WALMESLEY		
Clerks salary 1/12/08 –31/12/08		
Salary	£651.20	
Post etc.	£ 4.23	
Telephone etc.	£ 0.60	
Mileage 1/7/08 -31/12/08 165miles @50.9	£ 83.99	
4 Storage Boxes (agreed at F&GP meeting)	£ 21.12	£761.14
Less Tax £29.60 NI £21.80 (Employer £25.37)		£709.74
INLAND REVENUE		
PAYE 1/10/08 -31/12/08 Tax £108.00 Insurance £164.29 (Employer £88.36)		£272.29
TOTAL		£2929.64
Agreed. PROPOSED Mr White SECONDED Mr Clarke		

07. BUDGET 2009/2010

This was discussed at the December meeting. Mr Sagers asked that the proposed projects be displayed separately on the budget. It was also stated that the Parish Plan actions were not specifically listed. The Chairman agreed to include all comments in the next draft for the Parish Council meeting on the 20th January 2009 where the precept amount for 2009/10 would be agreed. Mr McCraith added that the increase in the County and District Council Tax would be around 5%.

*-Mr
Hallett*

08. CONSERVATION PROJECTS

Mr Crow reported that the working group would be meeting on the 19th January 2009.

09. PARISH COUNCIL RISK ASSESSMENTS

The Clerk advised that she had been on a CPALC training course about Risk Assessments. The Chairman gave a background to the necessity for the documents. The Clerk had started to prepare a draft which the Chairman agreed to help with. A brief discussion took place on risks. Mr Clarke suggested Parish Councillors could be issued with identity badges. It was agreed the Clerk find out costings for the next Finance and General Purposes committee meeting.

-Clerk

10. CEMETERY LODGE

EXTERNAL DECORATION –A third quotation was being sought. Mr White agreed to provide a contact.

-Mr White

GUTTERING –Warners Letting Agency had highlighted a problem with the guttering on the porch in their last report. It was agreed that this would be repaired after the completion of the decorating.

11. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS – Mr White reported that he had spoken to the contractors Coulsons before the Christmas break. He agreed to contact them again. Councillors wanted the work completed this financial year but needed to avoid hard frosts.

-Mr White

GROUNDWORK –A specification had been prepared for the hedge. Mr Clarke agreed to contact Buchans Landscaping and the Clerk to arrange quotations from others. It was stated that once the contract had been awarded, the trees would need to be marked before the work was carried out. Mr Crow stated that a fence would be required behind the war memorial for some additional screening. He agreed to obtain some quotations for the next meeting.

*-Mr
Clarke,
Mr Crow
& Clerk*

EXCESS SOIL –It was stated that stonemasons installing headstones also needed to be contacted regarding the removal of the soil from the site. It was stated this should be included in the Cemetery Regulations and it was agreed this would be an agenda item at the next meeting. The Clerk was asked to write to the Funeral Directors and Stonemasons reminding them to remove the excess soil completely when there was a burial or a headstone was installed.

-Clerk

OWNERSHIP OF BENCHES –It was confirmed that both the donated benches at the cemetery

were the ownership of the Parish Council and should be added to the Asset Register.
ENTRANCE TO CEMETERY –Mr Clarke suggested the entrance should be widened to enable easier access. It was believed the drop kerb onto The Causeway was adequate. Mr Clarke and Mr White agreed to meet to discuss the options and report back at the next meeting.

*-Mr
Clarke &
Mr White*

12. ANY OTHER BUSINESS

PARISH PLAN –It had been agreed at the last Parish Council meeting, that a special Parish Council meeting be held to discuss the action points from the Parish Plan. Councillors agreed this meeting should be held on Tuesday 24th February 2009 at 7.30pm. Mr Clarke agreed to book the Chapel Room.

-Mr Clarke

NORTH END BOLLARDS –The bollards north of Walnut Tree Close had been knocked down. Mr White agreed to report to the Highway Supervisor.

-Mr White

DOG WASTE BINS –Mr Sagers asked District Councillor McCraith to find out the District Council policy on the disposal of dog waste. He had recently cleared a ditch by his property and found a number of bags. He also asked the Clerk to find out whether the District Council would install a dog bin outside number 88 North End.

-Clerk

SUGAR BEET TRANSFER –Concerns were raised over the condition of Chestnut Lane following the transfer of the sugar beet. There was a lot of mud left on the road making driving conditions hazardous. Mr White agreed to contact the County Council contact.

_Mr White

WATER COURSES –Mr Clarke had spoken to the District Council officer in charge of awarded water courses. He asked Mr White to make contact regarding the ditch on the Recreation Ground.

-Mr White

BURST WATER MAIN –The main outside The Limes had been repaired but the water had discoloured the wall. The Clerk was asked to contact Cambridge Water Company and ask for the wall to be cleaned.

-Clerk

A1198 ACCIDENT –Mr White expressed his concern over the length of time it had taken for the police to arrive at the scene of the accident, to control the traffic. There had been three ambulances and paramedics almost immediately but the police had taken 25 minutes to attend. In another case on the A1198 by the Barracks it had taken the police 45 minutes to arrive. Details had been passed on to County Councillor Oliver.

13. DATE OF NEXT MEETING

Tuesday 3rd February 2008

The Chairperson closed the Meeting at 9.30pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Wednesday 4th February 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr Pidgeon, Mr Clarke, Mrs Falcini, Mrs Pidgeon, Mr White, Mr Crow, Mr Dickerson

District Cllr McCraith, District Cllr Cathcart

Members of Public –1

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

Mr Webb, County Cllr Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were none made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 6th January 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

KNUTSFORD ROAD TREE –Mr Cathcart advised that the District Council prioritised work and as they believed this was cosmetic it was low on the list. He had reminded them that there could be a public safety issue.

HIGH STREET FLOODING –Mr White had met with the Highway Supervisor following a breakdown in communication over a previous meeting. He had taken away a list of outstanding actions from the meeting.

TOWER CLOSE –Mr McCraith reported that he had followed this up and the District Council were planning to wait until the next financial year to cut back the shrubbery. They had now agreed to carry out the work in March before the start of the next financial year.

VILLAGE GREEN –Mrs Falcini reported that a meeting had been held with Buchans to discuss the planting on the green. The hedge had thickened up a lot and the contractors would straighten the sides during the next season. It had been agreed to look again in the Autumn to see whether or not to plant the hawthorn.

NOTICE BOARDS –The Clerk had requested an update from Mr Webb on the new board for the High Street and whether a board for Cambridge Crescent could be made by the same contractor. Details of someone who might be able to repair the Limes board and the Kneesworth board had been received and the Clerk agreed to ask for quotations for their repair.

-Clerk

BUDGET 2008/09 –This had been approved at the Parish Council meeting on the 20th January 2009.

DOG WASTE BIN –The Clerk agreed to urge the request for a dog waste bin in North End.

-Clerk

SUGAR BEET TRANSFER –Mr White had been assured that the contractors would be asked to take more care in future.

-Mr

WATER COURSE –Mr White to urge a reply.

White

05. CORRESPONDENCE

CAMBRIDGESHIRE TRANSPORT COMMISSION – Request for views on Cambridgeshire County Council's proposals to spend £500 million to tackle congestion, including improvements to public transport, walking, cycling, highways and some form of congestion charging. Mr White agreed to answer the request on behalf of the Parish Council.

-Mr

White

COMMUNITY SPEEDWATCH –Mr Nickson, Neighbourhood Watch Co-ordinator, had asked by e-mail whether the Parish Council had formally indicated its support for the scheme. The Clerk advised that she had and confirmation had also been received from Mr Fuller, the Police Community Engagement Manger. Mr Geraghty expressed his interest in volunteering for training. The Clerk to advise Mr Nickson

-Clerk

FOR INFORMATION

SCDC-South Cambridgeshire Local Development Framework –Adoption of Supplementary

Planning Documents 15/01/09
 TIMBERLAND LTD –Advertisement
 COPE –Newsletter January 2009
 WICKSTEAD PLAYSCAPES/SMP –Advertisement
 SOUTH CAMBRIDGESHIRE DIRECTORY OF SERVICES –Helping those affected by Domestic Abuse
 CLERKS & COUNCILS DIRECT –January 2009
 CPALC –AGM 2008 draft minutes
 SOUTH CAMBRIDGESHIRE COMMUNITY CHEST –Guidance notes for small grant scheme.
 CONNECTIONS BUS PROJECT –Report for September –December 08
 CCC –New sites proposed for mineral and waste development –consultation until 9/3/09

06. OPEN FORUM

There were no points raised for discussion.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce January 2009 (inc. £158.26VAT)*inc VAT adjustment from Dec08 £1424.31

THE CONNECTIONS BUS PROJECT

7 Bus visits Sept –Dec 08 £ 891.17

GLEBE FARM HEDGING

Plants for clunch pit wood (inc.£9.95VAT) £ 41.15

CAMBRIDGESHIRE COUNTY COUNCIL

Street lighting 2008/09 £3349.24

MRS S WALMESLEY

Clerks salary 1/1/09 –31/1/09

Salary £651.20

Post etc. £ 5.22

Telephone etc. £ 2.20 £658.62

Less Tax £29.60 NI £21.80 (Employer £25.37) £607.22

TOTAL £6313.09

PROPOSED Mr White SECONDED Mr Clarke Agreed.

08. CONSERVATION PROJECTS

Mr Crow reported that a meeting of the working group had been held on the 19th January 2009 where it was decided that the donation made by Bassingbourn Barracks would be spent on the supply of hedging and wild flower seed, It was hoped that planting would take place on the 28th February 9.30am -11am. The Clerk was asked to e-mail Major Jones with the details. Mr Crow stated that the next newsletter should include a program of work. He added that the County Council had advised that the replacement trees on North End would be available soon. The Parish Council had agreed to purchase tree guards at a previous meeting.

-Clerk

09. PARISH COUNCIL RISK ASSESSMENTS UPDATE

The Chairman expressed the importance of Risk Assessments from financial through to health and safety. The Clerk and he were in the process of compiling a draft. When they were prepared to a stage for discussion they would be copied to Councillors.

10. PROPOSAL FOR IDENTITY BADGES

Mr Clarke suggested it would be a good idea for identity to be provided as he was often questioned about his position. The Chairman had prepared samples. A discussion took place on badges and a suggestion of an identity card with a photograph was made. It was agreed that cards be provided for those Councillors wanting one.

11. AGREEMENT OF MEETING DATE FOR NEXT PAVILION WORKING PARTY

It was agreed the next meeting should be held on the 10th March 2009. The Clerk was asked to book the Chapel Room.

-Clerk

12. REVIEW OF PAY AND CONDITIONS

The Chairman stated that a review of the Clerk's pay and conditions was due. An appraisal also needed to be prepared. He agreed to deal.

-Mr Hallett

13. EMPLOYMENT OF A LITTER PICKER

Mr Crow had asked for this to be discussed as a result of a conversation with the conservation working group. There was a lot of litter around the village and he felt the employment of a litter picker was warranted. A discussion on whether the District Council still 'litter picked' took place and Mr Cathcart agreed to find out if there was still a team. It was suggested that volunteers should be sought first before steps were taken to either employ someone or pay for the services of a contractor.

*-Mr
Cathcart*

14. TRAFFIC CALMING MEASURES

Mr Geraghty expressed his concern specifically over the speed of traffic on North End. The path from the Pear Tree to Church Close was very narrow. Mr White confirmed that he had drawn the attention of the Highway Supervisor to this and he had agreed to widen. A discussion then took place on forms of traffic calming. Mr McCraith reminded Councillors that flashing signs/speed cameras etc were incredibly expensive. It was stated that the traffic calming scheme in Meldreth was good. The Chairman advised that there was £5000 allocated in the budget for highway improvements. Clerk to arrange a site meeting with the Highway Engineer to discuss.

-Clerk

15. CEMETERY LODGE

EXTERNAL DECORATION –The Clerk advised that she was still waiting for the third quotation. It was agreed this would be urged but a decision must be made at the March meeting. Mr White to urge with the contractor.

-Mr White

16. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Mr White reported that he had spoken to the contractor and advised him that the work needed to be carried out in this financial year. It would start once the frosts had finished.

GROUND & FENCE WORKS – Another quotation for the tree work was outstanding. Quotations had been received for the close-boarded fence from Meldreth Fencing and from Steve Locke. Councillors agreed the lower quotation of £615 from Meldreth Landscapes and approved the expenditure. The Clerk was asked to advise them and request a date the work would be carried out so that Mr Crow could oversee.

-Clerk

RISK ASSESSMENT –The Chairman advised that he had looked at Department of Justice guidance regarding the safety of headstones. There was no longer the recommendation that all headstones must be upright. He had looked in the cemetery and was concerned that a few were loose. It was agreed he would meet with Mr Clarke, Mr Dickerson and Mr Crow to see what action should be taken.

*-Messrs
Hallett,
Clarke,
Dickerson
& Crow*

REVIEW OF CEMETERY REGULATIONS –The Chairman agreed to amend the document and asked what Councillors would like to change. It was agreed the removal of excess soil should be included and guidelines on the size of the plot for the gravedigger. The period allowed for relatives to add temporary kerbstones and memorabilia should also be stated. A list would be drawn up of the offending graves during the risk assessment meeting.

A review of the cemetery fees would be an agenda item at the next meeting.

APPROVAL OF MEMORIALS –STONE –Additional Inscription –Approved.

17. ANY OTHER BUSINESS

HOUSING FUTURES –Mr McCraith advised that the District Council had passed the latest phase of the housing futures which paved the way for an offer to be made to tenants. It was once put that the District Council would receive a large amount of money if sold to a housing association but this was not the case.

NO SMOKING SIGN –Mr Dickerson offered to replace the sign that had vanished from the bus shelter.

*-Mr
Dickerson*

THE CAUSEWAY LAYBY –Concern was raised over residents in their vehicles crossing from the lay-by, across the footpath to park in front of their properties on The Causeway. Mr White advised that he had already reported this to Highways and asked for urgent action to be taken.

FISH & CHIP VAN –The van now visited the village on Friday evening and usually parked on Spring Lane close to the junction with the High Street. There were concerns about parking so near the corner and a suggestion was made that he be asked to park near the Doctor's surgery in the car parking spaces. It was stated that the Parish Council did not have the authority to allow parking there and suggested the van owner contact the surgery direct.

POLICE PRESENCE –It was advised that there was a large police presence in the village on the

30th January due to an operation on speeding. There were 26 people caught speaking on their mobile phones and five cars were confiscated.

18. DATE OF NEXT MEETING

Tuesday 3rd March 2009

The Chairperson closed the Meeting at 9.35pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 3rd March 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr Pidgeon, Mr Clarke, Mrs Falcini, Mrs Pidgeon, Mr White, Mr Crow, Mr Bunton, Mr Webb

District Cllr McCraith, District Cllr Cathcart

Members of Public –1

01. APOLOGIES FOR ABSENCE

County Cllr Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were none made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Wednesday 4th February 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

KNUTSFORD ROAD TREE –Mr Cathcart agreed to chase up the situation.

*-Mr
Cathcart*

HIGH STREET FLOODING –Mr White reported that since his meeting with the Highway Supervisor, the gulleys in the village had been emptied. It was stated that the gully outside 97 High Street was covered with earth. There had been no action taken yet on the footpath by the cemetery.

TOWER CLOSE –It was confirmed this work was due to be carried out by the end of the month. Mr Crow advised that he had been approached by residents concerned over overhanging trees in Tower Close. He had suggested they contact the landowner.

NOTICE BOARDS –Mr Webb reported that he had approached a new contractor with regard to making two new boards. The prices were in the region of £600 -£800 which were slightly higher than the original quote but less than those advertised on the internet. The Chairman expressed his concern over the amount of time this had taken. It was agreed a decision on the purchase would be made at the Parish Council meeting. The Clerk and Chairman had approached another contractor about repairs to the boards at The Limes and on The Causeway. It was stated that if the quotations for repair were too expensive, replacements might have to be considered.

DOG WASTE BIN –The Clerk was asked to urge a reply regarding the request for a dog waste bin outside 88 North End.

-Clerk

05. CORRESPONDENCE

BARBARA ISHERWOOD –Request for a donation of £100 to provide cushioned seating for the over 60's lunch club. It was proposed by Mr Webb seconded by Mrs Falcini that this be agreed. All Councillors in favour.

START –Invitation to the launch of the 'Start Now' arts toolkit. This would be circulated.

CEREALS –Details of the Cereals 2009 event at Vine Farm, Flecks Lane, Shingay-cum-Wendy.

TREE ON SOUTH END –A letter had been received from residents of South End concerned over the vigorous growth of an Ash tree. It was believed the tree was planted by the Parish Council in the early 1980's. A discussion took place on the location of the tree and it was believed to be sited on the highway. The Clerk was asked to forward the letter to the Highway Supervisor and ask what the regulations were for trees on boundaries.

-Clerk

WEBSITE HISTORY PAGE –The Chairman had been contacted by someone interested in the page and wanted to know who had written it. Councillors believed it could be Ms Chandler. The Chairman to find out.

*-Mr
Hallett*

FOR INFORMATION

CLERKS & COUNCILS DIRECT –March 2009

COPE Newsletter February & March 2009

CPALC Bulletin –For Councillors

ADVENTURE PLAYGROUNDS LTD –Advertisement

CGM/HERALD –Merger details
 LOCAL COUNCIL REVIEW –March 2009
 THE FUTURE OF COUNCIL HOUSING –January & February 2009
 TOWN AND PARISH STANDARD –February 2009, Issue 4
 FROGLIFE –Publication on how to build a pond
 WAR MEMORIALS BULLETING –February 2009
 THE PLAYING FIELD –Cambridgeshire Playing Fields Association Newsletter
 CAMBRIDGESHIRE & SOUTH CAMBRS DOMESTIC VIOLENCE TASK GROUP –Cards
 SOUTH CAMBRIDGESHIRE LOCAL DEVELOPMENT FRAMEWORK –Supplementary
 consultation on biodiversity and listed buildings –representations by 14th April 2009

06. OPEN FORUM

There were no points raised for discussion.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES		
Grounds mtce February 2009 (inc. £189.91VAT)		£1455.96
HALES PRINTERS		
Newsletters		£ 315.00
E-ON		
Estimated Pavilion electricity (inc.£7.07VAT)		£148.51
N G SCOTT		
Parish Plan Printing		£ 853.64
DENISE ARTUS		
Reimbursement for conservation materials (inc. £21.99VAT)		£ 168.54
MRS S WALMESLEY		
Clerks salary 1/2/09 –28/2/09		
Salary	£651.20	
Post etc.	£ 3.78	
Telephone etc.	£ 1.20	
Renewal of Internet Security (inc. £7.11VAT)	£ 40.16	£696.34
Less Tax £29.60 NI £21.80 (Employer £25.37)		£644.94
TOTAL		£3586.59
PROPOSED Mr White SECONDED Mr Crow –Agreed.		

08. CONSERVATION PROJECTS

Mr Crow reported that 20 people had helped with the planting of hedging on the 29th February. Most of the work was completed and the working group would be meeting again soon. Mr Saggars advised that the County Council had blocked the use of the area behind the school for allotments but there was a triangular area of land by Wellhead where a lease might be possible. Mr Saggars agreed to investigate the possibility.

-Mr
Saggars

09. PARISH COUNCIL RISK ASSESSMENTS UPDATE

The preparation of the risk assessment was ongoing. The Chairman added that he had prepared a fire risk assessment for the Pavilion and had forwarded a copy to Mr Webb.

10. REVIEW OF PAY AND CONDITIONS

Councillors agreed a spinal point increase to SCP 24 with effect from 1st April 2009.

11. EMPLOYMENT OF A LITTER PICKER

Mr Cathcart confirmed that the District Council still carried out a litter pick twice a year. He had requested details of the areas in the village litter picked as they might not be the areas needing it. The conservation group also arranged a litter pick twice a year. Mr Webb added that the Village College had their own litter picking arrangements for the college grounds. The litter problem was raised with them at every liaison meeting. It was stated that there were plenty of litter bins around the village. After further discussion it was agreed that Mr Cathcart continued his investigations with the District Council to see how much they were prepared to do and whether money could be redirected to the Parish Council to arrange their own litter pick.

-Mr
Cathcart

12. TRAFFIC CALMING MEASURES

The Clerk reported that she had discussed the provision of traffic calming with the County Council Highway Engineer who had advised that any scheme would have to be funded completely by the Parish Council. He suggested that once an idea had been agreed, the Parish Council should make a formal request to him for consideration. If the County Council agreed it was a suitable scheme, he would arrange costings and advise the Parish Council. Councillors agreed they would have to be specific about the requirements. After further discussion the Clerk was asked to update County Cllr Mrs Oliver and ask for her help in presenting a good project.

*-Clerk***13. APPOINTMENT OF SOUTH END RECREATION GROUND CONTRACTORS**

Quotations had been received based on the specification from Buchans Landscaping and MD Landscapes. After discussion it was agreed the contract be awarded to Buchans Landscapes at a cost of £1896.00 plus VAT per annum. Clerk to advise the contractors.

*-Clerk***14. FUNDING FOR LOCAL PROJECTS**

The Chairman asked that if Councillors knew of any voluntary organisation that had current projects to let them know about the Cambridgeshire Community Foundation Fund. If the CCF agreed information would also be put in the Village Voice.

*-Mr Hallett***15. CEMETERY LODGE**

EXTERNAL DECORATION –Quotations had been received based on the specification from Stuart Littlefair and Chris Merton. A third quotation did not materialise. After discussion it was agreed the lower quotation of £1020 from Stuart Littlefair be approved. Clerk to advise the contractors.

*-Clerk***16. OTHER CEMETERY BUSINESS**

CEMETERY CHAPELS –The contractors would be reminded that the work needed to commence this financial year.

-Mr White

GROUNDS & FENCE WORKS –Three quotations had been received for the cutting back of the hedge, from WD Garden Maintenance, Buchans Landscaping and MD Landscapes. WD Landscapes quotation was lower than the other two but it was advised the intention was to shred the cuttings on site rather than remove them. Councillors were reminded that the lowest quotation didn't have to be accepted as long as best value was proven. After further discussion it was agreed that the contract be awarded to Buchans Landscapes at a cost of £590 plus VAT. Clerk to advise the contractors.

-Clerk

RISK ASSESSMENT –The Chairman reported that Mr Clarke, Mr Dickerson, Mr Crow and himself had inspected the headstones. There were thirteen causing concern and the Clerk had been asked to try and find a relative. If this was not possible the parish would have consider whether to spend money to make them safe. Mr Clarke asked for a list of names as he might have an idea as to relationships.

-Clerk

It was advised that there was ivy growing over some of the memorials. Mr Clarke agreed to arrange the removal with the contractors.

*-Mr
Clarke*

REVIEW OF CEMETERY REGULATIONS –The Chairman had circulated a draft which was discussed and a few minor amendments made. It was stated that the removal of soil must be reiterated to the Funeral Directors. Councillors approved the regulations with the minor amendments discussed and the Clerk advised that she would send a copy to the regular Funeral Directors. The Clerk was asked to contact the Funeral Directors of the last two burials and ask that they remove the pile of soil left in the middle of the cemetery.

-Clerk

REVIEW OF CEMETERY FEES –These would be discussed at the next meeting when they had been circulated to Councillors.

APPROVAL OF MEMORIALS –There were no memorials for approval.

WIDENING OF ENTRANCE –Mr Clarke reported that once the work had been completed on the Cemetery Chapels, the project would move forward and quotes obtained.

REGISTER OF BURIALS –The Clerk was asked for a copy of the database so that the register could be accessed by the village website.

*-Clerk***17. ANY OTHER BUSINESS**

DISTRICT COUNCIL BUDGET –Mr McCraith reported that the budget had been agreed and there would be a 4.5% increase in council tax for 2009/10.

18. DATE OF NEXT MEETING
Tuesday 7th April 2009

The Chairperson closed the Meeting at 9.50pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th April 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr Clarke, Mrs Falcini, Mrs Pidgeon, Mr White, Mr Crow, Mr Bunton, Mr Webb, Mr Dickenson

District Cllr McCraith, District Cllr Cathcart, County Cllr Mrs Oliver

Members of Public –2

01. APOLOGIES FOR ABSENCE

Mr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were none made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 3rd March 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

OUTSTANDING DISTRICT COUNCIL ACTIONS –The Clerk advised that she had spoken to the Housing Officer who confirmed that the outstanding work would be completed soon. Mr Cathcart had also spoken to her. Mr Clarke was thanked for clearing the shrubbery in Knutsford Road.

HIGH STREET FLOODING –Mr White confirmed that he had drawn this to the attention of the Highway Supervisor again. Mr Clarke advised that the surface had been churned up by the recent road sweep.

NOTICE BOARDS –Mr Webb advised that he had arranged for the glass in the two new notice boards to be replaced by polycarbonate which had reduced the price slightly.

The repair to the notice board outside The Limes had been arranged by the Book Cafe who had put a lock on it. Councillors discussed whether the board should be locked and agreed that as it was a public board, it should just have a bolt. Some concerns were raised over the durability of a bolt. It was agreed a notice should be put on the board asking for users to make sure the doors were shut securely. The Chairman agreed to speak to the Book Cafe who held the key.

**-Mr
Hallett**

Mr Bunton agreed to look at The Causeway notice board to see how it could be repaired.

**-Mr
Bunton**

REQUEST FOR DOG WASTE BIN –The Clerk was asked to urge a reply regarding the request for a bin outside 80 North End. It was advised that a request had also been made for another bin in Mill Lane and Park Close. The Clerk advised that the District Council had already refused to install bins in these locations.

WEBSITE –The Chairman confirmed that Ms Chandler had compiled the history page on the website.

WELLHEAD –Mr Sagers advised that he was expecting a valuation and offer in the near future for the land at Wellhead, as discussed at previous meetings. Mrs Oliver stated that she had spoken to the County Farms Officer, Stephen Conrad, who wanted to know if there was the support of the Parish Council. She believed the County Council would not release land at less than market value. It was stated that the Parish Council would discuss this once details were known. Mr Sagers confirmed that the use of the land would be for a local food project, allotments and conservation. Mrs Oliver added that County Farms also wanted to know if the Parish Council were interested in land further up. Mr Crow advised that the conservation group would be interested in a strip by the footpath near the wood. After further discussion Mrs Oliver agreed to arrange a site meeting with Mr Conrad to discuss options.

**-Mrs
Oliver**

LITTER PICKER –Mr Cathcart advised that the District Council carried out their litter pick during January and July in the High Street and other prominent roads. If there were any other areas particularly causing a problem they would change their routine. They could not redirect funding to Parish Councils. It was stated that the impression was that the village was a lot better and Councillors agreed they did not want to employ a litter picker at this stage. Mr Webb and Mrs Falcini would continue to press the litter problem with the Village College. The committee would

review this again in April 2010 to see if the position has changed.

It was then advised that the litter bin by the war memorial had been burnt but it was still functional. It was agreed this should be left for the time being.

Week commencing 30th March the litter bins on the Recreation Ground were not emptied. The Clerk was asked to contact the District Council and find out why this had not happened. *-Clerk*

05. CORRESPONDENCE

CONNECTIONS BUS PROJECT –The project Chairperson had sent a letter regarding the provision of youth services for the 2009/10 financial year. The cost per session to the Parish Council had not increased so would remain at £127.31. The Parish Council were asked whether they wanted the bus to attend during the school summer holidays. Councillors agreed it should attend. Clerk to advise Alan Webb, the project manager. *-Clerk*

SOUTH CAMBRIDGESHIRE SUSTAINABLE PARISH ENERGY PARTNERSHIP – Mr Sagers explained that this was a new initiative supporting Parish Councils to take the lead in helping their communities and residents to understand their energy use and the option they had to manage it better. Parish Councils were invited for the first tranche of the scheme and Mr Sagers suggested the Parish Council should express their interest. There would be no direct cost for the Parish Council but they did have to formally agree to participate, agree a sustainable energy parish councillor or ‘champion and establish a sub-committee or working group to develop, co-ordinate and mobilise members of the local community. Mr Sagers stated that he was happy to be the ‘champion’ working with the Transition Village Group. He then proposed that the Parish Council formally express their interest which was seconded by Mr Webb. All Councillors in agreement. Clerk to write to the District Council Co-ordinator, Richard Hales. *-Clerk*

THE ROUSES –Mrs Oliver had forwarded an e-mail with a licence from County Farms. She stated that since then she had received a message advising that they had now instructed their legal team. Before any Parish Council action, she would find out the timescale for the full document. Councillors confirmed that they wanted to go ahead as soon as possible. Mr Webb added that the working group set up now needed to be reconvened.

FOR INFORMATION

CCC –Weatherstorm –Guide to help you through the economic downturn

CPALC –Service level agreements & information

CAMBRIDGESHIRE ACRE –Community Action Spring 2009

CCC Consultation on further additional mineral and waste development proposals

SCDC Housing Futures Formal Consultation & DVD

CONNECTIONS BUS PROJECT Newsletter

COPE Newsletter April 2009

SCDC –Additional Consultation on the Inspectors larger site option for the north west Cambridge area action plan

NEPTUNE FURNITURE & PLANTSCAPE–Advertisement

06. OPEN FORUM

There were no points raised for discussion.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce March 2009 (inc. £189.91VAT) £1455.96

MELDRETH LANDSCAPES

Supply & erect fence at cemetery (inc. £92.25VAT) £ 707.25

HALES PRINTERS

Newsletters £ 315.00

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel rate £ 140.25

THE CONNECTIONS BUS PROJECT

Bus visits January –March 09 £ 636.55

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Emptying of eurocontainer (inc. £24.44) £ 187.38

E SIMPKINS

Service of Recreation Ground Gang mowers (inc. £58.50VAT) £ 448.50

S G EVENDEN

Repair to Pavilion ceiling £ 480.00

TOTAL £ 4370.89
 PROPOSED Mr White SECONDED Mr Clarke Agreed.

APPOINTMENT OF INTERNAL AUDITOR 2008/09

On a proposition by Mr Webb, seconded by Mr Saggars, it was agreed that LGS Services be used for the internal audit. The Clerk advised that the external audit was to take place on the 1st June 2009.

08. CONSERVATION PROJECTS

Mr Crow advised that the recent bat talk was very interesting and had been very well attended. The conservation group had taken part in a village tidy up.

09. PARISH COUNCIL RISK ASSESSMENTS UPDATE

The Chairman advised that he had been working with the Clerk to produce a draft. It was hoped this would be available for the next meeting.

12. TRAFFIC CALMING MEASURES

The Clerk had discussed traffic calming with Mrs Oliver following the last meeting. It was suggested the best way forward would be to prepare a bid for the next round of the Minor Authority Improvements. There were three highway related issues. The first was the extension of the double yellow lines in North End as parking created a dangerous junction. The Highway Authority did not have any funds but the Parish Council could contribute to the extension which would cost less than £1000. The second area was the raised area on the High Street which the Cambridgeshire Safety Team were not now keen on due to safety issues with children. The guidelines on interactive signs were also now so high that there had to be an accident to warrant them. The gating of the entrance to the village might be an option. With regard to North End Mrs Oliver suggested a speed analysis be carried out as it was really important to have evidence. This would be carried out by the police. The only traffic calming likely to be supported would be lines and signs. The Chairman reminded Councillors that there were some funds in the budget for traffic calming.

After discussion Mrs Oliver was asked to investigate the possibility of gating on The Causeway which it was suggested could be linked in with the new development. Mrs Oliver also agreed to arrange a speed survey on North End with the police. A vote was then taken on whether to fund the extension of the double yellow lines on North End. The Chairman proposed funding the extension up to £1000 which was seconded by Mr Webb. Nine Councillors were in favour with one against. The Clerk was asked to write to the County Officer David Lines and request the extension officially.

*-Mrs Oliver
& Clerk*

15. CEMETERY LODGE

The contractor had been asked to proceed with the external decorating. Mr Crow added that some work had taken place on the garden.

16. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Mr White confirmed that he had contacted the contractors several times regarding a start date. The Clerk was asked to send a formal letter. *-Clerk*

GROUNDWORKS & FENCE WORKS –The works had been completed. Mr Crow agreed to let the neighbour Mr Myalls know. *-Mr Crow*

RISK ASSESSMENT –Mr Clarke had details of the headstones needing attention and was investigating relatives. The Clerk was reminded that the excess soil had still not been removed from the grounds. Clerk to urge with Funeral Directors. *-Clerk*

REVIEW OF CEMETERY FEES –The Chairman had obtained details from other cemeteries and suggested that Councillors look at increasing the fees by 25-50%. The Clerk was asked to obtain details of charges from local cemeteries for discussion at the next meeting. *-Clerk*

APPROVAL OF MEMORIALS –Judith Anne Clarke –Approved.

REQUEST FOR A BURIAL PLOT –A letter had been received from a Meldreth resident asking if she could purchase a plot near her parents in the cemetery. The Clerk advised that the Parish Council had agreed that plots could not be purchased in advance generally but each case would be considered on its merits. A total ban on the selling of plots in advance had been made in 1996 due to shortage of space. The Clerk was asked to acknowledge the request and this would be discussed at the next meeting in conjunction with the cemetery fee review. *-Clerk*

17. ANY OTHER BUSINESS

GIROCOPTER –Mrs Pidgeon expressed her concern over the gyrocopter spoiling the peace of the village. Mrs Oliver stated that the Gransden Consultative Committee were aware of whom the pilot was and he was supposed to stay within a box.

SPEEDWATCH - Mrs Pidgeon also expressed her concerns over the sign which was off-putting and she believed could cause an accident as it was too near to the road. Mr Dickerson stated that the whole point of the scheme was to draw the driver’s attention to their speed.

STREET LAMP –Mr Clarke urged the repair of the lamp outside The Hoops, 30b. He had spoken to the County Council on a number of occasions.

BASSINGBOURN MARKET –Mr Dickerson advised that there was a considerable amount of rubbish on the site. The Clerk was asked to advise the District Council Environmental Health Officer. *-Clerk*

PATH NEAR WAR MEMORIAL –There was a problem with the path which was breaking up. It was believed that this was Highway responsibility and Mr White agreed to advise Mr Vacher. *-Mr White*

DIFFINITIVE MAP –The Clerk was asked whether she had managed to obtain a decent scale map of the village. She replied that an A3 map had been received in August 2008 but had not been printed.

18. DATE OF NEXT MEETING

Tuesday 5th May 2009

The Chairperson closed the Meeting at 9.30pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th May 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr Clarke, Mrs Pidgeon, Mr White, Mr Crow, Mr Bunton, Mr Webb, Mr Pidgeon

District Cllr Cathcart, County Cllr Mrs Oliver

Members of Public –3

01. APOLOGIES FOR ABSENCE

Mr Dickerson, District Cllr McCraith

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were none made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 7th April 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

OUTSTANDING DISTRICT COUNCIL ACTIONS –These had been resolved.

*-Mr
White*

HIGH STREET FLOODING –Mt White to pursue.

NOTICE BOARDS –The new boards were being made. The Chairman then advised that the board outside The Limes had been repaired by the District Council who had insisted it was kept locked. Mr Clarke stated that village people were annoyed about this and urged that the board be left open. Concern was raised over the glass in the doors and it was felt that it would be dangerous left unlocked. It was agreed that for the time being a note be put on the board to advise that the key holders were the Clerk and the Book Cafe. Clerk to arrange.

-Clerk

REQUEST FOR DOG WASTE BIN –The District Council had advised that they were not going to install a bin on North End as requested.

WELLHEAD –Mrs Oliver advised that a meeting had been arranged with County Farms for the 13th May 2009. The County were keen to progress.

LITTER BIN BY WAR MEMORIAL –This had now been removed as it had been completely vandalised. Councillors discussed whether the bin should be replaced or left. It was agreed that it should be replaced with a fireproof bin and it was agreed that £400 be allocated for the purchase and installation. Clerk to arrange purchase.

-Clerk

GYROCOPTER –Mr Bunton advised that the gyrocopter mentioned at the last meeting was a stunt plane. Following the last meeting the Clerk had written to the Gransden Aircraft Consultative Committee pointing out the concerns raised. A reply had been received which would be circulated. Mrs Oliver advised the Parish Council to write to the Planning Officer Paul Sexton, copying the letter to Lister Wilson the Chair of the County Consultative Committee, as he would be able to bring pressure on the airfield to act more responsibly. This was agreed. The Clerk was asked to send a letter.

-Clerk

PATH NEAR WAR MEMORIAL –Mr White confirmed that he had advised the Highway Supervisor about the condition of the path.

THE ROUSES –Mrs Oliver advised that she was expecting a draft lease at the end of the following week. Mr Webb confirmed that he was to reconvene the working group.

05. CORRESPONDENCE

SAFETY WALKING TO SCHOOL –A letter had been received from a parishioner expressing concern over boys playing football on the walkway through to the pre-school and primary school. As this was on school property, the Clerk was asked to forward a copy of the letter to Mr Sagers to follow up with the school.

*-Mr
Sagers
& Clerk*

COPE –Newsletter may 2009

COMMUNITY CARE GUIDE

CONNECTIONS BUS –Newsletter January –April 2009

THE PLAYING FIELDS –Spring 2009

CLERKS & COUNCILS DIRECT –May 2009

06. OPEN FORUM

The meeting was closed between 8.20pm and 8.45pm for public discussion.

HOT AIR BALLOON –Councillors were advised that there had recently been a hot air balloon over the village which appeared to hit trees and then disappeared over Elm Tree Drive. There were also a number of low flying training aircraft. Mrs Oliver urged that the registration number of the aircraft was taken and through that the owner could be traced. The Clerk was asked to include these details in the letter sent to Lister Wilson.

-Clerk

UPKEEP OF GRAVE –A parishioner had asked to erect a small fence around her father's grave but due to the wording on the Cemetery Rules and Regulations, this would be prohibited. It had caused her a lot of distress as she wanted to enhance the grave in a way her father would have wanted. Being able to do this would also help with her grief. A discussion between the parishioner and Councillors took place. The Chairman advised that every burial authority came up with its own regulations. Councillors agreed to carry out a further review on the Rules and Regulations. This would be an agenda item at the next meeting.

07. PAYMENT OF ACCOUNTS**BUCHANS LANDSCAPES**

Grounds mtce April 2009 (inc. £189.91VAT)	£1455.96	
Cemetery Hedge cut (inc. £88.50VAT)	£ 678.50	£2134.46

HALES PRINTERS

Newsletters (balance from invoice 24131)		£ 37.00
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel rate		£ 138.00
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JULIA CODONA

Recreation Ground mtce work		£ 255.00
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Emptying of Recreation Ground dog & litter bins (inc. £140.40)		£ 1076.40
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MRS S WALMESLEY

Clerks salary 1/4/09 –30/4/09 (SCP 24 wef 1/4/09)

Salary	£672.39	
Post etc.	£ 6.59	
Telephone etc.	£ 1.20	£680.18
Less Tax £26.40 NI £21.60 (Employer £25.14)		£632.18
TOTAL		£4273.04

PROPOSED Mr White SECONDED MRS Pidgeon. Agreed

08. INSURANCE REVIEW 2009/10

The Clerk was in the process of getting a quotation from Norwich Union for comparison with the Allianz quotation. This would be available for the Parish Council meeting on the 19th May.

Mr White stated that the company should be asked to quote to cover the loss of lead.

09. SURFACING OF FOOTPATH 7

This had been referred from the Recreation Ground committee. Two quotations had been obtained to surface 100mtrs x 1.2mtrs of the path to accommodate gravel boards and membrane. They would be supplied with crushed limestone and topped with granite fines. The quotations were for £2120.00 plus VAT and £2683.00 plus VAT. The Chairman stated that this path was one of the most used in the village. A discussion took place on the expenditure and Councillors agreed that the Clerk should obtain quotations for a simpler specification and ask contractors for suggestions.

*-Clerk***10. CONSERVATION PROJECTS**

Mr Crow reported that an update on the village bird boxes had been obtained and advised the meeting. A meeting of the working party was to take place for thistle digging and a local landowner had offered a farm walk. A discussion was to take place with County Farms about the strip of land by clunch pit wood, when they met on the 13th May.

11. PARISH COUNCIL RISK ASSESSMENTS UPDATE

A draft risk assessment was copied to all Councillors who agreed it be approved with the addition of the inclusion of contractors insurance and health and safety policy requirement.

12. TRAFFIC CALMING MEASURES

Mrs Oliver urged the letter to Mr Lines, from the Parish Council, about the extension to the double yellow lines. She then confirmed that she had requested the speed checks on North End. Mrs Oliver advised that gating of the village entrance would cost around £2000 including the gates and lining of the road. She suggested waiting to see what funding could be obtained through The Causeway Section 106 Agreement and then to find out from the County Officer what could be done with that and a Parish Council contribution.

Mr Webb then expressed concern over congestion in North End when the church was busy and suggested the removal of some of the grass verge for a dedicated car park. It was stated that this was in a conservation area and highway owned. After discussion it was agreed that the speed survey should be carried out first and once the results were known, highways might come up with some alternative proposals.

It was advised that scooters were again starting to become a nuisance in the village. The Clerk to report to e-cops. *-Clerk*

13. COUNCILLOR TRAINING

The Clerk advised that she was in the process of arranging Councillor training on an evening at the end of June. CPALC were willing to come out to the village where there should be a minimum of 10 Councillors. She was aware of other parishes with a training requirement. Mr Bunton had not yet attended any sessions.

14. CEMETERY LODGE

A start date for the external painting was awaited.

15. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Mr White would urge a start date with the contractors again.

CEMETERY GATES –Mr Clarke had obtained a quotation to widen the entrance and replace the gates. The work was needed to enable easier access from the road for the hearse. The quotation from Andrew Klose was for £645.00 plus VAT. It was agreed a second quotation was not required. The Chairman expressed his concern over the wider access and pedestrians. After further discussion it was proposed by Mr Clarke, seconded by Mr White that the work be carried out. The Clerk to contact the contractor. *-Clerk*

RISK ASSESSMENT –This was ongoing. Mr Clarke requested a duplicate list of names from the graves causing concern. *-Clerk*

CEMETERY FEES –Lists of fees from neighbouring cemeteries were discussed. The Clerk suggested that half plots be provided for ashes if requested. It was proposed by Mrs Pidgeon seconded by Mr Webb that a burial plot and memorial fee be increased to £200.00 with other fees increasing by 50% to bring the charges in line with other cemeteries. All Councillors in agreement. It was also agreed that a half plot be made available for ashes for a charge of £100.00. These charges to take effect from the 1st June 2009.

APPROVAL OF MEMORIALS –CLARKE –Request to re-level existing grave -Approved.

REQUEST FOR BURIAL PLOTS –Two further requests to purchase plots in advance had been received. Councillors agreed that the current policy should stand and plots only released when needed. Clerk to advise the parishioners. *-Clerk*

16. ANY OTHER BUSINESS

NORTH HERTS SURFACING –Mr Cathcart advised that the retrospective planning application would probably be approved at the District Council planning meeting subject to conditions.

MEMORIAL BENCH –It was advised that the bench at clunch pit wood had been loosened. Mr Crow agreed to look. *-Mr Crow*

PARK CLOSE TRAFFIC –A resident of Park Close requested that some form of traffic calming be installed in the area. As this was District Council land, Mr Cathcart agreed to find out the position with the District Council. *-Mr Cathcart*

PLAY EQUIPMENT –Mr Pidgeon reported that there were some repairs which needed to be carried out in the childrens play area. He agreed to look and report back at the next meeting. *-Mr Pidgeon*

17. DATE OF NEXT MEETING

Tuesday 2nd June 2009

The Chairperson closed the Meeting at 9.47pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd June 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr Clarke, Mrs Pidgeon, Mr White, Mr Crow, Mr Bunton, Mr Webb, Mr Pidgeon, Mrs Falcini, Mr Robinson, Mr Saggars (part)

District Cllr Cathcart, District Cllr McCraith

Members of Public –1

01. ELECTION OF CHAIRMAN

Mr Hallett opened the meeting and asked for nominations for Chairman. Mrs Pidgeon nominated Mr Hallett which was seconded by Mr White. There were no other nominations. Mr Hallett agreed to continue as Chairman.

02. APOLOGIES FOR ABSENCE

County Cllr Mrs Oliver

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were none made.

04. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 5th May 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

05. MATTERS ARISING

PURCHASE OF LITTER BIN –The Clerk had details of a Glasdon metal bin, similar in style to the other bins around the village. The manufacturers stated that the bin was extremely robust and was ideal for unsupervised, high risk areas. The cost was £350.00 plus VAT. Councillors agreed that the bin be purchased and £150.00 be allocated to the installation of the bin. Clerk to arrange.

-Clerk

OVER FLYING –The Clerk advised that she had received a letter from Mr Lister, regarding a representation made at the Little Gransden Airfield Local Consultative Committee meeting in April. She would circulate to Councillors before a further letter was sent.

-Clerk

ROUSES LEASE –A draft lease had been received. The Chairman agreed to scan and distribute the lease to Councillors.

-Mr Hallett

HIGH STREET FLOODING –Mr White was chasing action with the Highway Supervisor.

PARISH COUNCIL NOTICE BOARD –Mr Webb advised that there were five keys with the notice board. It was agreed that the Parish Council Chairman, F&GP, Recreation Ground, Planning Chairman and Clerk hold one.

WELLHEAD MEETING –It was advised the meeting had taken place. A response from County Farms was now awaited.

PARK CLOSE TRAFFIC –Mr Cathcart reported that there was a residents group which dealt with issues such as this. He suggested that would be the best way to address concerns. Mr Crow agreed to advise the parishioner of this and also advise that traffic survey had been requested in North End.

-Mr Crow

PLAY EQUIPMENT –The RoSPA inspection had now been carried out and would identify any problems with the equipment.

06. CORRESPONDENCE

MR J SIMPSON –Bassingbourn Parish Church yard. Mr Simpson advised that there was some damage and wear and tear to the north wall and other areas where bricks were missing. There was also some damage to gravestones. The Knutsford memorial still needed some repairs to the brickwork. Mr Clarke and the Chairman agreed to arrange a meeting with Mr Simpson to discuss further.

-Mr Hallett & Mr Clarke

COUNTY ARCHIVIST –The County Archivist, Mr Saunders had advised the Parish Council that a very early document dealing with land at Whaddon, Meldreth and Kneesworth had turned up with a London dealer. It was a charter of William Halle of Bassingbourn and others conveying an estate in the villages and fields of those parishes dated 19 January 1438. The dealer was prepared

to sell it to the County for £325. The sum was below the central government threshold for support and was too small to launch a campaign. Mr Saunders was therefore contacting the three Parish Councils involved to see if they would be willing to contribute to the cost. A discussion took place on how Kneesworth was involved. It was then proposed by Mr Webb, seconded by Mr Crow that the Parish Council agree to contribute 1/3rd towards the cost. All Councillors in agreement. Clerk to advise Mr Saunders.

PPP –Grant of £1250 had been awarded towards Rights of Way Work

FOR INFORMATION

CCC –Cambridgeshire Play Pathfinder Project :Year 2

HOUSING FUTURES –May 2009

THE BIG LUNCH –Sunday 19th July 2009

STANDARDS COMMITTEE NEWSLETTER –Spring 2009

SUTCLIFFE PLAY –Advertisement

GLASDON –Advertisement

COPE –Newsletter June 2009

07. OPEN FORUM

The meeting was closed between 8.25pm and 8.30pm for public discussion.

KNUTSFORD MEMORIAL –A question was raised as to whether the Knutsford Memorial was in the churchyard or the field behind.

SOUTH END PLAY AREA –Complaints were made that the grass had not been cut.

08. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce May 2009 (inc. £194.78VAT)	£1493.29	
Arrears for April 2009 (inc. £4.87VAT)	£ 37.33	
Additional Recreation Ground Contract April-May09 (inc. £47.28VAT)	£ 362.50	£1893.12
BROKER NETWORK LTD		
Insurance June09 –May 10		£3114.55
CAMBRIDGE WATER COMPANY		
Cemetery water rate		£ 14.66
BASSINGBOURN BOWLS CLUB		
Donation agreed at PC meeting 19/5/09		£ 250.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL		
Chapel rate x 2months		£ 276.00
MRS S WALMESLEY		
Clerks salary 1/5/09 –31/5/09		
Salary	£672.39	
Post etc.	£ 7.51	
Telephone etc.	£ 0.80	£680.70
Less Tax £26.40 NI £21.60 (Employer £25.14)		£632.70
TOTAL		£6181.03

PROPOSED Mr Pidgeon SECONDED Mr Clarke. Agreed.

09. REPORT FROM INTERNAL AUDITOR

The report was circulated to Councillors. There was one comment relating to the Parish Council position as Trustees to the Recreation Ground. For the next meeting the Auditor required evidence to show that the Parish Council has met its responsibilities as a Trustee. Mr Webb and the Recreation Ground committee to deal.

-Mr Webb

10. AGREE COMMITTEE TERMS OF REFERENCE

The Chairman had prepared some amendments to the Terms of Reference to take into account various changes. Councillors agreed the changes which would be ratified at the full Parish Council meeting on the 15th July 2009.

11. PROPOSAL FOR BUS SERVICE BASSINGBOURN –HITCHIN

BUS SERVICE –Mr Spall, a Steeple Morden Parish Councillor, had circulated a document relating to the trial service currently running to Ashwell Station twice a week, and a proposal for a once a week service leaving Bassingbourn and picking up at Litlington, Steeple Morden, Guilden Morden and Odsey, travelling to Baldock, Letchworth and Hitchin. He had spoken to the bus

company who had advised that the cost of operating the service would be £50 per day and this could be funded in different ways, one option being through the four parishes. Councillors discussed whether the service would be used by Bassingbourn residents. Mr Bunton stated that it would be different if people had asked for the service. Mrs Falcini believed that more people would be interested in a direct service to Cambridge. It was agreed that an item be put in the next newsletter and anyone interested be asked to make contact. There would also be details on the village website.

*-Mr
Hallett*

12. SURFACING OF FOOTPATH 7

The Clerk was in the process of contacting the contractors.

13. CONSERVATION PROJECTS

There was no report made.

14. TRAFFIC CALMING MEASURES

Mrs Oliver had requested a speed survey in North End. Councillors were waiting for the results of that survey before discussing further. The Clerk was reminded that there was still a problem in the village with youngsters on scooters. E-cops had been advised.

15. DONATION FROM BASSINGBOURN BARRACKS

The Clerk confirmed that she had sent a thank you letter to Major Jones for the donation of £300 towards a charitable cause. Mr White suggested it could go towards a project for the youth. It was agreed this be discussed again at the next meeting.

16. CEMETERY LODGE

The contractor had started the painting of the Lodge. The Clerk advised that she had received the latest inspection report from Warners. It highlighted the urgent paintwork need and also that the handles on bedroom 1 had broken off. The carpets throughout the property were also very worn and needed to be replaced. The Clerk was asked to see if the painting contractor would deal with the broken handles, as he would need to be able to open and close the windows. The Chairman agreed to check the condition of the carpets.

*-Mr Hallett
& Clerk*

17. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Mr Clarke, Mr Crow and Mr White had met the contractors on site and discussed all aspects of the job. They had asked about the gate access and been advised that the widening of the access was in hand.

RISK ASSESSMENT – A duplicate copy of the list relating to problem headstones had been given to Mr Clarke to see if he knew any of the family members.

*-Mr
Clarke*

REVIEW OF CEMETERY REGULATIONS –A discussion took place on whether there should be an amendment to allow for kerbs and fences to be erected at the Parish Council's discretion. Councillors agreed that they should remain as they were. Clerk to advise the parishioner who had made the representation at the May meeting. Councillors then discussed the graves which were contravening the regulations and agreed that the owners of these graves should be contacted. The Chairman, Mr Pidgeon, Mrs Pidgeon and the Clerk to meet to identify those graves between one and ten years old.

*-Mr
Hallett,
Mr & Mrs
Pidgeon
& Clerk*

APPROVAL OF MEMORIALS

NIGHTINGALE –Additional inscription –Approved

MRS C FORCEY –Headstone and base –Approved.

18. ANY OTHER BUSINESS

FORTUNE WAY TREES –Mr Saggars advised that he had received a complaint against overgrown trees which he had passed on to the Clerk . Mr Webb to follow this up and it would be discussed at the Recreation Ground committee meeting.

SURVEY OF VILLAGE HALLS –Mr Cathcart advised that the District Council were in the process of carrying out a survey and was concerned that the parish might miss out on any financial help. He agreed to ask for a questionnaire to be forwarded to Mr Webb.

*-Mr
Cathcart*

SOUTH END PLAY AREA –Concerns were raised over the length of grass in the play areas. Mr Bunton advised that people were travelling to Whaddon to use the play area there. Mr Webb asked for complaints to be forwarded to him so that he could monitor the grasscutting.

ELM TREE DRIVE GRASSCUTTING –The Chairman advised that the grass at the junction of Elm Tree Drive and The Causeway was not on the grasscutting schedule. He confirmed that it

-Mr Hallett

was owned by the Parish Council. Mr Clarke stated that the grass used to be cut by the adjacent householder. This would be an agenda item at the next meeting for which the Chairman would prepare an amended schedule for approval.

19. DATE OF NEXT MEETING

Tuesday 7th July 2009

The Chairperson closed the Meeting at 9.25pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th July 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mrs Pidgeon, Mr White, Mr Crow, Mr Bunton, Mr Webb, Mr Geraghty, Mr Dickerson, Mr Robinson, Mrs Falcini

District Cllr McCraith, District Cllr Cathcart, County Cllr Mrs Oliver

Members of Public –2

01. APOLOGIES FOR ABSENCE

Mr Clarke, Mr Pidgeon, Mr Saggars

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Mr Crow declared an interest under Item 17.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 2nd June 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman following amendment to Item 17 CEMETERY CHAPELS first sentence to read –Mr Clarke, Mr Crow and Mr White had met the contractors on site and discussed all aspects of the job.

04. MATTERS ARISING

LITTER BIN –The Clerk advised that the bin had arrived. She was trying to get in touch with a contractor to install it.

ROUSES LEASE –The lease had been sent to the Solicitor at Limbach Banham for comment. The Parish Council needed to ensure proper due diligence.

NOTICE BOARDS –Mr Webb advised that he was waiting for the sign writing to be completed before the boards were erected. The Clerk was asked to send a letter to the resident at Cambridge Crescent updating her on the progress. -Clerk

PLAY EQUIPMENT –There had been a problem with the play equipment in the South End play area where chains on the swings were broken. Mr Webb expressed concern over the recent RoSPA report and why this problem was not picked up. He asked the Clerk for the RoSPA reports for the past two years, to compare. It was suggested that an alternative company be asked to carry out the inspection in 2010. Mr Webb asked for permission to arrange the repairs. It was stated that as emergency expenditure could only be authorised up to £200 so this would have to be an agenda item at the Parish Council meeting on the 15th July. A review of the financial regulations was requested and this would be an agenda item at the next Finance and General Purposes committee meeting. -Clerk

BUS SERVICE TO HITCHIN –The Chairman was to put an item about the proposal in the Village Voice. -Mr Hallett

FORTUNE WAY TREES –Mr Webb and the Clerk had met with the Tree Officer, Roz Richardson. One tree was in poor condition and needed to be removed. Approval for the expenditure for the work would be on the Parish Council agenda.

SURVEY OF VILLAGE HALLS –Mr Webb advised that the survey was more for the existing halls.

SOUTH END PLAY AREA –It was reported that the grass was overgrown. It did not appear to be cut on a regular basis which was part of the specification for the contract. Mrs Pidgeon advised that she had also picked up a lot of litter from the area. It was agreed a check needed to be made on how often the grass was scheduled to be cut.

05. CORRESPONDENCE

FUNDING OPPORTUNITIES FOR NEIGHBOURHOOD AND HOME WATCH 2009/10 –Mr Nickson, the Neighbourhood Watch co-ordinator, had been advised that there were grants available under the Safer Homes Fund, to fund activity including the fitting of window locks, repairing windows and doors, advising people on using security effectively and signposting people to further support. Mr Webb stated that this was ideally suited to the elderly element of the village. Mr White confirmed that he had asked Mr Nickson if he could identify how much he -Mr

would usefully need. Councillors agreed Mr Nickson also be asked to identify projects which were worthwhile and support him. Mr White to contact Mr Nickson. **White**

NORTH END FLOODING –The Chairman advised that following a complaint by a parishioner, he had e-mailed the Highway Supervisor, Dennis Vacher, who had advised that the culvert was clear but the moat needed cleaning. The Chairman was unsure who owned the moat. It was suggested that it might be the Church. The Chairman agreed to speak to the Church Warden, Mr Simpson. **-Mr Hallett**

FOR INFORMATION

JS PARKER –Bulb catalogue

CAMBRIDGESHIRE ACRE –Community Action Summer 2009

CCC –Position statement –Children’s Centres Development in Cambridge

CCC –Cambridgeshire Archaeology Historic Environment Team –Annual Report 2008-09

CAMBRIDGESHIRE HORIZONS –Green Vision News June 2009

WOODBERRY OF LEAMINGTON SPA –Catalogue 2009

LOCAL COUNCIL REVIEW –Summer 2009

CLERKS & COUNCILS DIRECT –July 2009

SMP Advertisement

COPE July 2009

SCDC HOUSING FUTURES –Result of housing ballot

CPALC –Outline of service level agreement

06. OPEN FORUM

The meeting was closed between 8.40pm and 8.42pm for public discussion.

BROOK ROAD HEDGE –The hedge had been cut back, arranged by the County Council. Mr White was asked to thank the Highway Supervisor, Mr Vacher for arranging this. **-Mr White**

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce June 2009 (inc. £194.78VAT)	£1493.29	
Additional Recreation Ground Contract June 09 (inc. £23.64VAT)	£ 181.25	1674.54

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel rate		£ 138.00
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LGS SERVICES

Internal Audit 2008/09 (inc. £14.25VAT)		£109.25
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LIMBACH BANHAM

Towards Searches for The Rouses lease		£400.00
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BASSINGBOURN URC

Chapel hire April –June 09 8 @£9		£ 72.00
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ANDREW KLOSE

Changes to cemetery gates (inc. £96.75VAT)		£741.75
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LITLINGTON PARISH COUNCIL

CPALC Training 16/6/09 –Mr Robinson		£ 35.00
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HALES PRINTERS

Newsletters		£315.00
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CAMBRIDGESHIRE COUNTY COUNCIL

Donation towards purchase of deed with Meldreth and Whaddon PCs		£108.33
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GLASDON UK LTD

Litter bin for War Memorial site (inc. £52.50VAT)		£402.50
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STEWART LITTLEFAIR LTD

Cemetery Lodge decoration		£1215.00
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BASSINGBOURN PAVILION MANAGEMENT COMMITTEE

Contribution for 2008/09 & 2009/10		£1000.00
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NALC

Local Council Review subscription		£ 13.50
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MRS S WALMESLEY

Clerks salary 1/6/09 –30/6/09

Salary	£672.39
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Post etc.	£ 4.30
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Telephone etc.	£ 0.80
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Mileage 1/1-30/6/09 202@50.5	£102.01	£779.50
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Less Tax £26.60 NI £21.60 (Employer £25.14)	£727.76
INLAND REVENUE	
PAYE 1/4/09 -30/6/09 Tax £79.40 NI £140.22	£219.62
TOTAL	£7172.25
Agreed. Proposed Mrs Pidgeon, seconded Mr White.	

08. REPORT FROM INTERNAL AUDITOR

Mr Webb confirmed that the Recreation Ground committee would be looking at the supporting documents for the Charity to submit with the internal audit 2009/10.

09. SURFACING OF FOOTPATH 7

In hand, The Clerk advised that most contractors interested in quoting for a revised specification were busy at this time with grasscutting.

10. CONSERVATION PROJECTS

There was no report made.

11. TRAFFIC CALMING /SPEEDWATCH

Mr White advised that Mr Nickson had provided him with statistics relating to the speed of vehicles outside the primary school on Brook Road. Mr White had also sat with him and his colleagues whilst the speeds were monitored. Mr Nickson had asked the Parish and District Councils to consider what urgent action could be taken to bring these excessive speeds down. The speeds recorded by 'Speedwatch' showed a completely different set of speeds to those collected by the police in their high visibility campaign. Mr McCraith suggested that concentration should be on education and communication with the school. The Head Teachers should be encouraged to send all details to parents. The facts should also be highlighted in the Village Voice as most of the offenders were local people. Mrs Oliver suggested that the Safer Routes to School Team at the County Council should be advised as the school had recently received funding and guidance. She added that some schools had a 20mph speed limit outside. This was being considered by the County Council and she agreed to get an update for the next meeting. After further discussion it was agreed that the Clerk send a blunt letter to the schools, reinforcing the speedwatch data, and stating that their support was expected in resolving the issue. The Chairman agreed to draw this to the attention of the Safer Routes to School group and Mr White would follow up in the Village Voice. He would also let Mr Nickson know of these actions.

*-Mrs
Oliver, Mr
White, Mr
Hallett &
Clerk*

12. DONATION FROM BASSINGBOURN BARRACKS

The Chairman advised that it had been suggested that the donation could be used towards something for the youths. Mr Crow suggested the money go towards some equipment on the Rouses once the Parish Council had finalised the lease. Mrs Oliver suggested it could help the youngsters with the hire of equipment to dig out mounds for the bike track. She added that they had been waiting patiently for this facility. Councillors agreed that the donation would be spent on this, subject to successful completion of the agreement.

13. OVER FLYING

A letter from Lister Wilson, Chairman of the Little Gransden Airfield Local Consultative Committee, had been circulated to Councillors. This was following a letter sent to him expressing concerns regarding the over flying in Bassingbourn. The response was disappointing. It was stated that there was still an issue and the problem was with a stunt plane not a gyrocopter. Mr Robinson stated that some people enjoyed watching the acrobatics. Mrs Oliver advised that the pilot had an allocated box to practice in but due to the number of complaints, he moved around. After further discussion it was agreed the Clerk write to Mr Wilson advising that the problem was a stunt plane and not a gyrocopter, it was still persisting, and the Parish Council would like to see some action. They would also be happy to discuss this with Mr Wilson in person.

-Clerk

14. ELM TREE DRIVE GRASSCUTTING

The Chairman advised that the best schedule for the cutting of the grass at the corner of Elm Tree Drive was the one for the village verges, even though they belonged to the County Council. He confirmed that the area was owned by the Parish Council and this would be stated on the specification. Councillors agreed the corner of Elm Tree Drive be added to the schedule and the contractors asked to include this with their grass verge cut.

15. PARISH CHURCHYARD

The Chairman and Mr Clarke had met with the Churchwarden, Mr Simpson. A report of the meeting was distributed to Councillors. The Chairman advised that at the present time it was not clear when the churchyard had been transferred. Liabilities of the Parish Council depended on that date. Mr Crow suggested it could have been around 1987 which the Chairman would investigate. The Chairman added that, as in the cemetery, headstones were the responsibility of the owners and the Parish Council had the responsibility to make sure they were secure, which these were. He then advised that the wall was in a poor condition, where it had received bodged repairs in the past, and it might need to be rebuilt. The ivy was being cleared from the wall and until that was completed the condition of the wall could not be accurately assessed. If a rebuild was required it would have to be budgeted for in the next financial year.

16. RECREATION GROUND DITCH CLEARANCE EXPENDITURE

The Chairman advised that whilst he was looking through old minutes at Shire Hall, he had come across reference to a letter from the District Council in September 1968 asking the Parish Council for a contribution towards the clearing of the ditch, which the Parish Council did. This happened again in 1972 and 1973. He suggested that this time the Parish Council should ask the District Council to contribute. Mr Webb then advised that a quotation for the clearing of the ditch and some tree work had been considered at the recent Recreation Ground committee meeting. The price for the work was quoted as £3300.00, which the committee thought was a good price. Mr Webb asked for the agreement of the Parish Council to proceed so that the work could be booked in. He added that if a cheaper quotation was received the committee would go with that. It was proposed by Mr White, seconded by Mr Robinson that £3300.00 be agreed as a maximum amount. A vote was taken with 4 Councillors in agreement with the remained abstaining. Carried. It was stated that the District Council would also be asked for a contribution towards the ditch clearing.

17. BASSINGBOURN BOWLS CLUB DONATION

A letter of thanks for the donation had been received from the Bowls Club Secretary, Anne Brown. She stated that although the club were very grateful for the cheque, they had not been granted any funding from the Cambridge Community Foundation. Mrs Brown asked if the Parish Council would consider a further donation. She would be willing to meet with Councillors and supply any financial information required.

-Clerk

The Chairman stated that the Parish Council had already agreed donations amounting to £1250, under Section 137, and were only into the fourth month of the financial year. Councillors agreed that Mrs Brown be advised that the request could be considered again towards the end of the financial year, when Councillors would see what the remaining funds were. Clerk to advise Mrs Brown.

18. CEMETERY LODGE

The external decoration had been completed. Mr White had visited the Lodge and discussed the condition with the resident who was satisfied. It was suggested that they could be changed next time the Lodge was vacated.

19. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Mr White advised that the contractors were going to prepare a larger panel of brickwork for the conservation department. The Clerk advised that she had received a telephone call from the contractor asking for the cemetery postcode so that arrangements could be made for a delivery of bricks. It was also advised that a contractor's vehicle had been seen in the grounds.

-Clerk

CEMETERY GATE –The modifications to the gate had been completed.

RISK ASSESSMENT –This was ongoing. Mr Clarke had been given a list of names from the graves causing concern.

REVIEW OF CEMETERY REGULATIONS –Following the last meeting, the Chairman, Mr Pidgeon, Mrs Pidgeon and the Clerk had inspected the graveyard and found that sixteen graves were in breach of the cemetery regulations. These had occurred within the last ten years. It was felt that by asking for the graves to be brought back in line would cause a bigger problem as it was a sensitive issue. After discussion it was agreed that the original decision should stand and a letter should be sent to all the families in breach. The Clerk to prepare a draft.

-Clerk

APPROVAL OF MEMORIALS –There were none for consideration.

TREES AND IVY –It was reported that there was a lot of ivy on the trees and weeds on graves. It also appeared that the minimum grasscutting and maintainance was being carried out. The cemetery was usually commented on for being in a nice condition. Following discussion the Clerk was asked to contact the contractor pointing out the concerns this season. It was also agreed that the ivy should be removed and was suggested that maybe the conservation group, with the help of the Barracks, could help.

-Clerk

20. ANY OTHER BUSINESS

STRET HEDGING –Mr White advised that he had been told that the replacement hedge planting would take place in the Autumn.

HOUSING FUTURES –Mr Cathcart advised that the tenant ballot had resulted in the housing stock being retained by the District Council. Details of the result were circulated with the correspondence.

VILLAGE COLLEGE LEAVERS BALL –Mr Crow expressed concerns over the fireworks at the end of the ball causing distress to some residents. Mr Bunton stated that the Village College usually advised nearby residents when the ball was taking place and the timing of the fireworks. Mr Webb confirmed that he had received a letter. Mrs Falcini and Mr Webb agreed to take this up with the Village College Principle at the next liaison meeting. Mr Crow also expressed concerns over the build up of litter again on the Recreation Ground. This would also be brought up at the meeting.

*-Mrs
Falcini &
Mr Webb*

RESERVOIR –Mr White advised that there had been people swimming in the reservoir during the hot weather. He had passed the details on to the police and the landowner.

21. DATE OF NEXT MEETING

The date of the next Finance and General Purposes committee meeting was Tuesday 4th August 2009. The Parish Council meeting would be held on the 15th July 2009. Additionally the Chairman reminded Councillors of a police liaison meeting on the 21st July and the Gypsy and Traveller site presentation on the 24th July.

The Chairperson closed the Meeting at 9.55pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th August 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mrs Pidgeon, Mr White, Mr Crow, Mr Bunton, Mr Webb, Mr Geraghty, Mr Dickerson, Mr Robinson, Mrs Falcini, Mr Clarke, Mr Pidgeon, Mr Saggars

District Cllr McCraith, District Cllr Cathcart, County Cllr Mrs Oliver

Members of Public –1

01. APOLOGIES FOR ABSENCE

All Councillors were in attendance.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 7th July 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman

04. MATTERS ARISING

LITTER BIN –The Clerk advised that she was in the process of arranging for the litter bin to be installed. *-Clerk*

ROUSES LEASE –The Solicitor, Mr Larcombe, had asked for further information regarding the land. Mr Webb agreed to reply. The question was raised as to whether planning permission would be required for a change of use of the land. Mr Cathcart advised that initially he had found out that it wasn't needed but now felt that as this was County Council land, it might be needed. He suggested that a letter be sent to the District Council Planners advising what was proposed and ask whether permission would be required. Mr Webb agreed to write the letter on behalf of the Parish Council. Mr Webb then advised that there had been no further contact from the contractor who was going to quote on the levelling of the land. Mr Cathcart had received a petition from some youngsters regarding biking activities. The meeting was reminded that the intention was to let the youngsters prepare self made ramps. This would be discussed further at the Recreation Ground committee meeting on the 12th August.

-Mr Webb

NOTICE BOARDS –Mr Webb advised that he hoped to have the boards erected by the 14th August 2009. The Causeway notice board repair was in hand.

-Mr Webb

PLAY EQUIPMENT –Mr Webb had the 2008 and 2009 RoSPA reports which he would compare.

-Mr Webb

BUS SERVICE TO HITCHIN –The Chairman advised that he had put notices around the village about the proposed service, asking for comments. He had received one reply from a parishioner wanting to get to Luton. The Clerk advised that due to the lack of interest across the parishes, this service would not go ahead.

SOUTH END PLAY AREA –Mr Webb confirmed that the cutting of the area had been taken up with the contractors. A meeting would be held with them soon.

-Clerk

FUNDING OPPORTUNITIES FOR NEIGHBOURHOOD AND HOME WATCH 2009/10 –Mr White to urge a reply from Mr Nickson.

-Mr White

FORTUNE WAY TREES –The work was to take place in the Autumn.

MOAT OWNERSHIP –Mr Simpson, the Church Warden, to confirm that the moat belonged to the Church.

TRAFFIC CALMING –Mrs Oliver reported that the 20mph speed limit could only be put in place with supporting physical measures that cost money. The Parish Council would have to fund these and an assessment would also be necessary. The Chairman reminded Councillors that there was still £4000.00 in the budget. Mr Geraghty asked the position regarding the request for a speed analysis in North End. He added that this should be carried out urgently as there could easily be a fatality there. Mrs Oliver agreed to check where North End was on the list for the analysis but stated that the list was countywide. A discussion then took place on the reduction of the speed limit from 40mph to 30mph on The Causeway. It was advised that this had been discussed on a number of occasions with the criteria on a reduction not being met on the last occasion. Mrs

-Mrs Oliver

Oliver advised that she was meeting the Highway Engineer and would ask him if he would pass on the detail of the policy and legislation. The meeting then discussed the rules relating to gating of the village.

ELM TREE DRIVE GRASSCUTTING –The grassed area had not yet been cut under the latest specification. Clerk to chase. **-Clerk**

SECTION 137 DONATIONS –The letter to the bowls club had still to be sent. The Chairman advised that the planning committee had recommended that the Parish Council pay for the hire of hall for the Gypsy and Traveller public meeting and a contribution towards the planning consultation. All Councillors in agreement.

LEAVERS BALL AND LITTER –It was hoped a meeting of the Village College liaison committee would take place in September 2009, once the schools had returned from their summer break.

05. CORRESPONDENCE

CCC –Swine Flu outbreak –request for volunteers to help in collection centres. The Chairman agreed to put a notice on the village website. **-Mr Hallett**

MR DOWNEY –Feedback from July F&GP meeting. Mr Downey stated that he was astonished at the range of issues covered during the evening and the complexity of some of the topics, in relation to legislation, which placed a considerable responsibility on councillors. He felt that parishioners did not fully understand and appreciate the work performed on their account. Mr Downey suggested that the Parish Council could make better arrangements to invite residents to see the Council's work. Mr White stated that the meetings, and topics discussed, were much better advertised than they used to be.

FOR INFORMATION

WAR MEMORIAL BULLETIN August 2009

STANDARDS COMMITTEE NEWSLETTER –Summer 2009

COPE –August 2009

SLCC –Regional Conference for the East of England –24th September 2009

NORTH HERTS DISTRICT COUNCIL –Local Development Framework –land allocations additional suggested sites consultation July 2009

THE PLAYING FIELD –Summer 2009

06. OPEN FORUM

There were no points raised.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce July 2009 (inc. £194.78VAT)	£1493.29	
Additional Recreation Ground Contract June 09 (inc. £23.64VAT)	£ 181.25	£1674.54

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel rate		£ 138.00
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HALES PRINTERS

Newsletters		£352.00
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CONNECTIONS BUS PROJECT

Bus visits April –July 2009		£891.17
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SMP PLAYGROUNDS

Chains for South End play area swings (inc. £33.66 VAT)		£258.06
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CHRIS MERTON

Repairs to play area		£121.47
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E-ON

Estimated pavilion electricity (inc. £4.84VAT)		£101.58
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MRS S WALMESLEY

Clerks salary 1/6/09 –30/6/09

Salary	£672.39	
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Post etc.	£ 5.60	
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Telephone etc.	£ 0.80	
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Expenses underpaid June 09	£ 3.54	£682.33
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Less Tax £26.40 NI £21.60 (Employer £25.14)		£634.33
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TOTAL		£4171.15
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The Clerk advised that Buchans had additionally invoiced for cutting the churchyard hedge and **-Clerk**

for some cemetery tree work. The churchyard hedge was included in the grasscutting specification so was not an extra job. Mr Clarke advised that Buchans had been asked to cut back some branches at the cemetery to enable contractor vehicles to access the chapels. The Clerk to go back to Buchans regarding the churchyard hedge.

Mr Webb advised that there was no electricity at the Pavilion as a fuse had blown. He was trying to make contact with EDF without success. Mr Robinson to look at the fuse.

-Mr
Robinson

The Clerk then advised that the Connections Bus team wanted to know whether the Parish Council wanted the bus to continue to visit from September 2009 until April 2010. This would be an agenda item at the next Finance and General Purposes committee meeting.

Payments of Accounts Agreed. PROPOSED Mr White SECONDED Mr Clarke.

08. SURFACING OF FOOTPATH 7

In hand, The Clerk advised that most contractors interested in quoting for a revised specification were busy at this time with grasscutting.

09. CONSERVATION PROJECTS

Mr Webb advised that the path into Wellhead Springs had been cut but he expressed concern at the overgrown permissive path at the bottom of the new wood. He asked for it to be cut which was agreed. The Clerk to find a contractor and ask them to contact Mr Crow to discuss the exact location.

-Clerk

10. PARISH CHURCHYARD

The Chairman advised that all ivy had now been cleared from the wall so the brickwork was now all exposed. Mr White advised that it had been patched in a lot of places over the years and was in bad shape. It could cost up to £26,000 to build from scratch if that was needed. Repairing the wall cost also cost up to £10,000. The Chairman had asked Mr Simpson to find out what records he could of the transfer. Documentary evidence to establish clear responsibility was needed to move forward. If the Parish Council were responsible the District Council Conservation Department would need to be contacted to see if there were any grants available.

11. REVIEW OF FINANCIAL REGULATIONS

This was raised at the last meeting as it was felt that £200 was not enough authorised amount for an urgent repair. After discussion it was proposed that 3.4 of the Financial Regulations be amended as follows:

The Clerk and two officers (Chairs of committees or Vice Chair) may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter.

All Councillors in agreement. This would be referred to the full Parish Council meeting for ratification.

12. CEMETERY LODGE

Mr Crow asked that the tenants be asked again to tidy their front garden. Clerk to contact Warners Letting Agency.

-Clerk

13. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Mr Clarke advised that the work was progressing well and the contractors hoped to have completed the brickwork by the end of the following week. The Clerk advised that a meter reading had been taken by the residents of The Lodge.

RISK ASSESSMENT –This was ongoing. Mr Clarke had been given a list of names from the graves causing concern.

-Mr
Clarke
-Clerk

CEMETERY REGULATIONS –The Clerk was still to draft a letter regarding the breach in regulations. Once drafted she would circulate to all Councillors for their input before sending out to the families concerned.

APPROVAL OF MEMORIALS –KIRBYSHIRE –Approved.

14. ANY OTHER BUSINESS

CHESTNUT LANE POTHOLE –Mr Crow advised that there was a large pothole on the bend towards Meldreth.

FOOTPATH TO LITLINGTON –Mrs Oliver confirmed that an order had been placed for the path to be sided.

A1198 FOOTPATHS –The paths to Royston and the Barracks both needed to be cut. Mrs Oliver to arrange.

-Mrs Oliver

DOG WASTE BIN ON RECREATION GROUND –The replacement bin was on the agenda for discussion at the Recreation Ground committee meeting on the 12th August.

AFFORDABLE HOUSING –Mr Cathcart suggested a meeting of the working party be held in September. He added that there was some activity on the development at The Causeway.

15. DATE OF NEXT MEETING

The next Finance and General Purposes committee would be held on the 1st September 2009.

There would be a planning meeting and Recreation Ground committee meeting on the 12th August 2009.

The Chairperson closed the Meeting at 9.25pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st September 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mrs Pidgeon, Mr White, Mr Bunton, Mr Robinson, Mr Clarke, Mr Pidgeon, Mr Saggars

District Cllr McCraith, District Cllr Cathcart

Members of Public –3

01. APOLOGIES FOR ABSENCE

Mrs Falcini, Mr Webb, Mr Crow, County Cllr Mrs Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 4th August 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman

04. MATTERS ARISING

LITTER BIN –The Clerk advised that she had arranged for the bin to be installed.

ROUSES LEASE –There was no further update from the Solicitor.

NOTICE BOARDS –Mr Clarke expressed his concerns over the installation of the boards. The Chairman agreed to speak to Mr Webb to find out the position.

*-Mr
Hallett*

PLAY AREA –The South End area had now been cut. The replacement chains still needed to be installed.

*-Mr
White*

FUNDING OPPORTUNITIES FOR NEIGHBOURHOOD AND HOMEWATCH 2009/10 – Nothing further had been heard from Mr Nickson. Mr White to urge.

TRAFFIC CALMING –The Chairman reported that Mrs Oliver had forwarded some criteria regarding the 20mph speed limit outside the primary school. There might be the possibility of this happening suggesting maybe just at school times.

ELM TREE DRIVE GRASSCUTTING –The grass at the junction with The Causeway had now been cut.

SWINE FLU LETTER –The Chairman advised that he would put details asking for volunteers to help in collection centres on the village website.

PAVILION ELECTRICITY –The fuse had been replaced.

A1198 FOOTPATHS –There was no update available on the cutting. Mr White believed some parts had been trimmed.

05. CORRESPONDENCE

CCC OVERFLYING –A letter had been received from Cllr Lister Wilson, Chairman of the Little Gransden Airfield Local Consultative Committee. The letter reiterated that the committee was a liaison group whose power came from holding the airfield operators to account in public. The committee could not order the operators to do anything.

The meeting was closed between 7.45pm and 8.00pm to allow Mr Wilson to answer questions.

He advised that the pilot, from Fullers Hill airfield, was towards the top of the acrobatic flying league and had to practice. This could only take place when the weather was fine. He agreed the problem was the noise from the engine and added that pilots also came from Elstree Aerodrome. They were allowed 30 take off's per day from Fullers Hill airfield, which were logged and checked by the District Council. There were planning conditions in place but only when the aircraft were on the ground.

As a result of a public enquiry in 2000 a firm directive was issued resulting in the liaison committee, representing the airfield operators and public. The committee met twice a year, but Mr Wilson explained that there was nothing to stop the operators pulling out of the committee. Complaints to the committee had to be submitted on forms which were available on his website. There were not enough complaints received to make an issue out of the noise problem. Discussions took place on identifying the offending aircraft. Mr Cathcart stated that the liaison group was the most sensible route for concerns to be expressed. Cllr Wilson confirmed this was

the only route available.

After further discussion it was suggested by Mr McCraith that a member of the Parish Council could apply to join the liaison committee. Cllr Wilson asked for a request to be put in writing to him and he would put it to the committee. Mr Robinson volunteered to be put forward. It was agreed the Clerk would write. It was also agreed that the forms for complaint would be advertised on Bassingbourn website and in the village newsletter.

-Clerk

The Chairman thanked Cllr Wilson for attending the meeting.

FOR INFORMATION

CAMBRIDGESHIRE ACRE –Notice of AGM 29/9/09 –St Ivo Leisure Centre

CAMBRIDGESHIRE FA AND ECB –Safeguarding the sporting environment Wednesday 16th

September 2009 –details to football club

CANALBS LTD –Advertisement

GLASDON –Advertisement

ANDREW LANSLEY MP –Microsoft donations to local charities

HALES PRINTERS –Notification of increase in printing prices for the Village Voice

COPE Newsletter September 2009

CLERKS AND COUNCILS DIRECT September 2009

06. OPEN FORUM

There were no points raised.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce August 2009 (inc. £194.78VAT)	£1493.29	
Additional Recreation Ground Contract June 09 (inc. £23.64VAT)	£ 181.25	
Church hedge & additional cemetery work (inc. £29.10)	£ 223.10	£1897.64
MRS S WALMESLEY		
Clerks salary 1/8/09 –31/8/09		
Salary	£672.39	
Post etc.	£ 4.90	
Telephone etc.	£ 1.20	£678.49
Less Tax £26.60 NI £21.60 (Employer £25.14)		£630.29
TOTAL		£2527.93

The Clerk advised that the conservation group had requested the additional cutting of the church hedge, directly with the contractors. It was stated that the contractors should be told to only take instruction through the Clerk. It was then proposed by Mr White, seconded by Mr Pidgeon that the accounts be paid.

08. REVIEW OF EXPENDITURE AGAINST BUDGET

Details were circulated to Councillors. The Chairman advised that routine expenses were running higher than the budget. A discussion took place on projects that could be deferred. Councillors agreed that the chance of all projects being completed during the financial year were slim. It was agreed this be kept under review.

Mr Siggers then asked that some funding from the Parish Plan budget to be released for expenditure on an action by the Transition Village Group. The plan was to provide 100% cotton bags for use in the village shops, to be launched at the village market on the 19th September. The group had spoken to village retailers including the SPAR. This would encourage the cotton bags to be used instead of plastic carriers. A discussion took place on how the bags would be given out and Councillors agreed that the public should be charged for them, as they felt more care would then be taken to use them. It was proposed by Mr Siggers, seconded by Mr Robinson that the total cost of production for 500 bags, £426.07, be approved. A vote was taken with seven Councillors in favour with one abstention. Mr Siggers asked that the formal adoption of the bag Transition Village Group campaign be an agenda item at the next Parish Council meeting.

09. SURFACING OF FOOTPATH 7

In hand, The Clerk advised that most contractors interested in quoting for a revised specification were busy at this time with grasscutting.

10. CONSERVATION PROJECTS

Mr White advised that Mr Crow had made enquiries about the clearing of the clunch pit permitted

-Mr Hallett

footpath. This was an action from the last Finance and General Purposes committee meeting for the Clerk who confirmed she had been unable to arrange the cut. Mr Bunton added that the path needed a lot of attention and a strimmer cut would not be sufficient. The Chairman to speak to Mr Crow.

11. PARISH CHURCHYARD

The Chairman advised that he was waiting for the Churchwarden, Mr Simpson, to get back to him. He had reiterated the need to know responsibilities.

12. CONNECTIONS BUS VISITS SEPTEMBER –APRIL 2010

The Connections Bus team wanted to know whether the Parish Council wanted the bus to continue to visit from September 2009 until April 2010. A newsletter had been provided advising of attendance. It was felt that the service was not getting to the youngsters it was intended for. A lot of money was being spent on few children. It was advised that a sponsored bike ride was to take place on the 5th September which was aimed at raising the profile of the bus. It was then proposed by Mr Hallett that the bus be funded for the next term. If the attendance levels did not improve the Parish Council should look at other uses for the finding. This was agreed by all Councillors. Mr Saggars suggested Councillors visit the bus to look at what was on offer.

13. CEMETERY LODGE

Warners Letting Agency had carried out an inspection and there were no problems to report.

14. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Mr Clarke advised that the brickwork had been completed and the painters were now working there. A meeting was to take place with the contractors as there were a couple of points to raise. Mr White added that the repointed joints needed attention, to help them blend in with the original, if there was some budget in hand.

RISK ASSESSMENT –There was no further update.

CEMETERY REGULATIONS –The Clerk advised that families were to be contacted regarding the breach in regulations. She would compile a list. The Chairman to provide the names of deceased.

*-Mr
Hallett*

APPROVAL OF MEMORIALS –Wilkins –Approved.

15. ANY OTHER BUSINESS

ELBOURN MEMORIAL HOUSING TRUST –Mr Saggars asked for the Appointment of Trustee and Advertisement for Trustees, to be put on the agenda for the next Parish Council meeting.

-Clerk

GYPSY AND TRAVELLER WALK –Mr McCraith reported that over 400 people attended a walk on the 30th August to protest about the plans for the site in Spring Lane. Mr Cathcart added that the walk was well organised. The Clerk reported that she had received a complaint from a resident of Litlington where the walk had been publicised. The resident advised that there was no contact information on the leaflets so people did not know who the walk was organised by and therefore could not make contact to ask questions. Mr Robinson advised that there had been some confrontations in the village and felt the District Council should be made aware. Mr Cathcart advised that there was a Gypsy and Traveller officer within the District Council and agreed to let her know.

*-Mr
Cathcart*

POTHOLE –Mrs Pidgeon advised that there was large pothole on The Causeway near Elm Tree Drive. The Chairman to report to the Highway Supervisor.

-Mr Hallett

16. DATE OF NEXT MEETING

The next Finance and General Purposes committee would be held on the 8th October 2009. There would be a planning meeting on the 2nd September and Parish Council meeting on the 22nd September 2009.

The Chairperson closed the Meeting at 9.00pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
DRAFT Minutes of Meeting held on Tuesday 6th October 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mrs Pidgeon, Mr White, Mr Bunton, Mr Robinson, Mr Clarke, Mr Dickerson, Mr Saggars

District Cllr McCraith, District Cllr Cathcart

Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Webb, Mr Crow, Mr Pidgeon, County Cllr Mrs Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 1st September 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

LITTER BIN –The bin by the War Memorial had now been installed.

ROUSES LEASE –There was no further update from the Solicitor.

NOTICE BOARDS –Mr Bunton reported that he had not realised the door to the Kneesworth board opened upwards. To repair it he would have to remove the door. Mr Webb had the installation of the Parish Council board in hand and the Cambridge Crescent board was being installed by the residents.

*-Mr
Bunton
& Mr
Webb*

PLAY AREA –The chains purchased to repair the swing were too short so replacements were in hand. The unsafe swings had been removed.

FUNDING OPPORTUNITIES FOR NEIGHBOURHOOD AND HOMEWATCH 2009/10 –

There was no further update.

*-Mr
White*

TRAFFIC CALMING –A meeting with the Highway Engineer had been arranged for 11th November 2009. Mr Saggars reported that he had spoken to residents opposite the Pear Tree, about the hedge. They had been told by the District Council that they would not be allowed to remove it. Buchans had offered to cut the hedge back free of charge.

POTHoles –It was reported that the pothole on the Causeway still had a dip. Mr Clarke advised that there was another on South End opposite the entrance to The Tanyard.

05. CORRESPONDENCE

FOR DISCUSSION

VICTIM SUPPORT –Request for a donation. The Clerk was asked to find out how the charity worked within Bassingbourn.

-Clerk

ANDREW LANSLEY –Request for information on broadband speeds. The Chairman agreed to advertise for feedback on the village website.

*-Mr
Hallett*

FOR INFORMATION

LOCAL COUNCIL REVIEW –Autumn 2009

COPE –Newsletter October 2009

CAMBRIDGESHIRE ACRE –Community Action Autumn 2009

CAMBRIDGESHIRE ACRE –Impact Report 2008/09

TIMBERLINE –Advertisement

MONSTER PLAY SYSTEMS & WICKSTEAD PLAYSCAPES –Advertisement

OPEN UNIVERSITY & SCDC NATIONAL TENANT VOICE –Posters on notice board

06. OPEN FORUM

The meeting was closed between 8.35pm and 8.50pm

KNEESWORTH HOUSE -Mr Bond, Chairman of the Kneesworth House Liaison Committee, spoke to Councillors about the history and role of the committee, being impartial and representing the views of the village. He was alarmed that the Parish Council were unaware of the recent application for the renewal of planning consent. A discussion took place on the role of the

committee members and how the Parish Council felt that there was no vehicle to communicate through. Mr Bond advised that Mr Clarke was a member but the committee would like another. The committee met every two months. Four Councillors expressed their interest in being appointed. It was suggested that two Councillors could be appointed on a rolling basis which Mr Bond agreed to take back to Kneesworth House. He would let the Clerk know the outcome. In the meantime Mr White suggested that interested Councillors should arrange to visit the hospital. The Chairman thanked Mr Bond and advised Councillors that he had volunteered to be on the review panel on a personal basis.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES			
Grounds mtce September 2009 (inc. £194.78VAT)	£1493.29		
Additional Recreation Ground Contract June 09 (inc. £23.64VAT)	£ 181.25		1674.54
HALES PRINTERS			
Newsletters			£369.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate			£138.00
MRS S WALMESLEY			
Clerks salary 1/9/09 –30/9/09			
Salary	£672.39		
Post etc.	£ 8.92		
Telephone etc.	£ 0.50	£681.81	
Less Tax £26.40 NI £21.60 (Employer £25.14)			£633.81
INLAND REVENUE			
PAYE July-September 2009 Tax £79.40 NI £140.22			£219.62
BASSINGBOURN VILLAGE COLLEGE			
Hire of hall for Gypsy and Traveller village consultation 22/7/09			£ 75.00
TOTAL			£3109.97
Agreed. PROPOSED Mr White SECONDED Mr Clarke			

08. KNEESWORTH HOUSE LIASISON COMMITTEE

This was covered under item 6 Open Forum.

09. SURFACING OF FOOTPATH 7

The Clerk to speak to Buchans Landscapes about a revised specification.

-Clerk

10. CONSERVATION PROJECTS

Mr Crow had advised the Clerk that the permissive path at Wellhead had now been cut. Mr Cathcart reported that a village tidy had taken place the previous weekend.

11. PARISH CHURCHYARD

The Chairman reported that he was still waiting for the Churchwarden, Mr Simpson, to get back to him, following discussions with Ely Diocese. It was in the interest of the Church to know responsibilities but some information needed to be passed to the Parish Council if funding was to be allocated in the 2010/11 budget.

-Mr Hallett

12. MILL LANE AND NORTH END MOAT

Mr Saggars reported that a landowner had stated that it was important that the area along Mill Lane and the drain were cleared as there was a potential risk of flooding. He had asked that Highways be formally made aware. It was advised that the Highway Supervisor had confirmed the land did not belong to Highways but was originally in the ownership of the Church. The Chairman had asked Mr Simpson, the Churchwarden, to confirm this. Mr White added that Highways had undertaken to clear the drain. It was suggested the situation was monitored.

13. VILLAGE COLLEGE LIASON MEETING

Mrs Falcini reported that a meeting had taken place. There were concerns over the number of adults attending the Community Education sessions had fallen to 84. The College had to provide these courses which were currently operating at a loss. Football in the area near the primary school had been stopped during the morning which should make it safer for mothers and their young children walking through the College on the way to the primary school.

The comments received by the Parish Council regarding the fireworks at the last College Prom were passed on to the Principal Scott Hudson. They promised to ensure a wider distribution of warning leaflets through the village and especially the elderly in the sheltered housing. The launching area would also be moved back to lessen the impact on neighbours of the College.

Mr Hudson had stated that he never received a copy of the Speedwatch results from outside the Primary School. He asked that they be supplied. Mr White confirmed that they had been passed on to Mrs Oliver. The Chairman added that Speedwatch was brought up at the Safer Routes To School meeting and they now have the data. They were going to publicise in the school newsletters.

It was also mentioned that perhaps there should also be a Parish Council liaison group with the primary school. Mr Bunton stated that this would be a good idea as a lot of the traffic was generated from people connected to the school. It was agreed this should be an agenda item at the next meeting to discuss further. Mr Clarke asked if the Liaison Group could urge a list of charges relating to the hire of rooms at their next meeting.

*-Mrs
Falcini*

14. REQUEST FOR DOG WASTE BIN CHESTNUT LANE

The Clerk advised that a resident of Chestnut Lane had approached the District Council asking for a dog waste bin by the entrance to the footpath, as he had experienced a problem with dog walkers dropping their dog waste bags into a drain by his house causing unpleasant smells. The drain had been cleared by Highways. The District Council had advised that the request had to go to them via the Parish Council. Councillors agreed the request be made. Mr Saggars requested that as this was the same problem experienced by him on North End, another request be made for a dog bin there, which was agreed.

-Clerk

15. REQUEST FOR SALT BIN PARK CLOSE

This was discussed but Councillors agreed that it was not Parish Council practice to put salt bins around the village. Clerk to advise the resident.

-Clerk

16. CEMETERY LODGE

There was nothing to report.

17. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –The Chapel work had been completed but unfortunately there was a problem with pigeons causing a mess outside. Mr Clarke advised that he had tried to clear the mess. He then advised that the inside of the Chapel used for storage needed to be tidied up. He added that there was a lot of boxes stored in there and urged that they be moved. The Clerk agreed to arrange for a tidy of the building.

-Clerk

RISK ASSESSMENT –There was no further update on the unstable headstones.

*-Mr
Clarke*

CEMETERY REGULATIONS – The Clerk had a list of graves which were contravening the regulations. She was aware that the Parish Council had given permission for the design of two of the graves. She was in the process of finding out the next of kin from the interment forms.

-Clerk

APPROVAL OF MEMORIALS –BLUNDELL –Approved. The Clerk was asked to reiterate that kerbstones were not allowed.

-Clerk

18. ANY OTHER BUSINESS

DONATION –Mrs Falcini suggested that a donation be made following the death of Mrs Joan Robinson. Both Mr and Mrs Robinson had contributed an enormous amount to the village over the years. Councillors agreed that a card and donation be sent. Mr White agreed to deal.

-Mr White

FORTUNE WAY TREES –Mr Robinson advised that the work to the trees had commenced but there was a problem with the contractors planning on removing the wrong tree. The Clerk advised that Mr Webb had been liaising with the contractors. It was agreed the Clerk contact Mr Webb and find out the position.

-Clerk

FIELD NEXT TO THE CEMETERY –It was reported that the hedge was overgrown causing an obstruction. Mr Robinson agreed to speak to the field owner.

*-Mr
Robinson*

PARISH FORUM –The Chairman advised that he had attended the meeting at Cambourne with Mr Robinson and the Clerk. The changing role of parish councils, probity in planning, the code of conduct and the data protection/freedom of information had been discussed.

19. DATE OF NEXT MEETING

The next Finance and General Purposes committee would be held on the 3rd November 2009.

The Chairman then advised of the following meetings and consultations:
EERA Consultation –East of England Plan 2031 (Deadline 24th November 2009)
CCC Consultation –Community Engagement Strategy (Deadline 24th November 2009)
NALC Quality Council Seminar -30th October 2009 –Mr Webb to attend
Carbon Conversations Course -21st October, 4th and 18th November and 2nd December 2009
Workshop on creation and restoration of orchards –Steeple Morden 30th January 2010

The Chairperson closed the Meeting at 9.40pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
DRAFT Minutes of Meeting held on Tuesday 3rd November 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr White, Mr Bunton, Mr Robinson, Mr Clarke, Mrs Falcini, Mr Crow
 District Cllr McCraith, District Cllr Cathcart, County Cllr Mrs Oliver

Members of Public –3

01. APOLOGIES FOR ABSENCE

Mr Webb, Mr Pidgeon, Mrs Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 6th October 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman after the addition of Mrs Falcini to those present.

04. MATTERS ARISING

ROUSES LEASE –There was no further update from the Solicitor. The Clerk to ask for an update. *-Clerk*

NOTICE BOARDS –Mr Bunton confirmed that he hoped to repair the Kneesworth board by the weekend. The Chairman advised that the board on Cambridge Crescent had been installed so notices of meetings etc. could now be e-mailed to the residents. The position relating to the installation of the board at the SPAR shop was unknown. The Clerk to ask Mr Webb. *-Clerk*

VICTIM SUPPORT –Victim Support had advised that they had received 28 referrals for the postcode SG8 0. These referrals were received in the main direct from the police or in a much smaller percentage from the victims. The crime categories relating to the referrals covered common assault and battery, burglary in a dwelling, burglary other than a dwelling, assault, occasionally actual bodily harm and burglary. Councillors then discussed the services offered. Mr Crow proposed a donation of £50 be made, which was seconded by Mr Clarke. All Councillors in favour.

PLAY AREA –The swing chains were in the process of being changed.

FUNDING OPPORTUNITIES FOR NEIGHBOURHOOD AND HOMEWATCH 2009/10 –

There was no further update.

TRAFFIC CALMING –A meeting had been arranged with the Highway Engineer on Wednesday 11th November 2009. The Chairman, Mr Robinson, Mr Clarke and Mr Crow to attend.

POTHOLES –It was confirmed that the pothole by the Tanyard had been filled.

KNEESWORTH HOUSE –Mr Clarke advised that he had been asked for a letter to be sent to Mr Bidwell, confirming that Mr Robinson and Mr Bunton would represent the Parish Council on the liaison committee. This would be looked at as part of a rolling basis. The next meeting was to be held on the 10th December 2009. Mr Robinson advised that he had met with Mr Bidwell who had given him a tour of the hospital. *-Clerk*

MILL LANE/NORTH END MOAT –Mr Clarke stated that the church were the owners of the moat. The Chairman advised that if they were they would have to bear the cost of cleaning it and he would contact the church warden again and ask that this be done. *-Mr Hallett*

VILLAGE COLEGE LIASON –Meeting still to be held.

DOG WASTE BINS –In hand.

FIELD NEXT TO THE CEMETERY –Mr Robinson agreed to urge for the hedge to be cut back.

BROADBAND SPEED –The Chairman confirmed that he had put an article on the village website and e-mailed local businesses he was aware of. All responses had been forwarded to Andrew Lansley MP. *-Mr Robinson*

05. CORRESPONDENCE

11 KEFFORD CLOSE ACCESS –A request had been received from the residents, Mr and Mrs Svensson, to put a gate into the fence near their back garage door so that they had access to their frontage over the open space. A planning application had recently been approved to convert the

garage into a living room therefore losing direct access to the front of the house. The Chairman explained the location and that there were restricted covenants on the land the Parish Council owned but they did not necessarily mean Rights of Way. He added that if Councillors decided to grant the request they would have to instruct a solicitor to ensure it processed properly. A discussion took place on conditions and costs and seeking the District Council view over the planning consent. A vote was then taken with Mr Crow proposing the request be refused, which was seconded by Mr Bunton. There was no amendment to the proposal. Four councillors were in agreement with three against. Carried. Mr White agreed to advise Mr and Mrs Svennson.

-Mr White

PROPOSAL FOR VILLAGE PHARMACY-An e-mail had been posted on the website suggesting that the dispensing service at the doctors surgery was to be lost as the empty shop on the High Street was to become a pharmacy. Mr Robinson advised that he had also been approached by a resident concerned about this. Councillors discussed the plans for the surgery, previously discussed at a planning meeting, which still included a pharmacy. It was stated that not all parishioners used Bassingbourn surgery, many were patients at the Royston health centre and they may welcome a pharmacy in the village. It was also stated that it was believed pharmacies needed permission to set up by a 'pharmacy board' but planning consent for change of use was probably not required. After further discussion it was agreed that there were no significant concerns at this time.

INVITATION TO MEET THE DISTRICT COUNCIL CABINET – The District Councillors stated that it was very important that parish councillors attended the meeting as it was an opportunity to tell District Councillors their concerns. They were trying to get a better communication with parishes. It was agreed that Mr Hallett and Mr Robinson attend on behalf of the Parish Council. Mr White asked them to make a very strong point about the unsatisfactory way the Section 106 agreement for The Causeway had been handled.

*-Mr Hallett
& Mr
Robinson*

FOR INFORMATION

HERTFORDSHIRE COUNTY COUNCIL –Consultation on Waste Development Plan Documents (2nd November -18th December 2009)

-Clerk

COPE –Newsletter 61 November/December 2009

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL –South Cambridgeshire Local Development Framework Public Participation. Statement of Community Involvement and Supplementary Planning Documents

THE PLAYING FIELD –Autumn 2009

ANDREW LANSLEY –Gypsy and Traveller Consultation –copy of reply from the Department for Communities and Local Government.

CPALC –Invitation to AGM 21st November 2009

C.G.M. –Advertisement

XACT -Advertisement

06. OPEN FORUM

The meeting was closed between 8.35pm and 8.50pm

RECREATION GROUND GRASSCUTTING –Mr Bill Robinson advised that he would no longer be able to cut the grass. He had arranged for the mowers to be cleaned and stored for the winter. Mr Peter Robinson expressed the thanks on behalf of the village for looking after the recreation ground so well over the years. There had been a lot of complements as to how well it had been kept. Mr Robinson asked that a letter be sent to Mrs Marriage thanking her for allowing the tractor to be parked on her land when the cutting was taking place.

-Clerk

FOOTPATH THROUGH BARRACKS –It was advised that this footpath was closed during the second world war. Mrs Oliver stated that there had been a number of meetings on site with the MOD Estates and local farmers with five options on diversion agreed. The matter was currently with MOD Estates. She added that the big concern at the present time was security but the path could be used if escorted by a member of the army. The parishioner advised that he had used the path regularly over the years but had recently been approached twice by a guard. There was also now a sign erected. Mrs Oliver advised that she held regular meetings with the Colonel at the barracks and would find out the current position at their next meeting.

*-Mrs
Oliver*

07. PAYMENT OF ACCOUNTS

A T WRIGHT

Donation in memory of Mrs Robinson

£ 25.00

BUCHANS LANDSCAPES

Grounds mtce October 2009 (inc. £194.78VAT)

£1493.29

Additional Recreation Ground Contract (inc. £23.64VAT)	£ 181.25	£1674.54
TOWN AND COUNTRY TREE SURGERY COMPANY		
Removal of tree on Fortune Way (inc. £67.50VAT)		£ 517.50
R K WOOD		
Clearance of path at Wellhead		£ 250.00
CAMBRIDGE WATER COMPANY		
Water Rate Recreation Ground	£285.89	
Cemetery	£ 20.04	£ 305.93
W HOWES & SONS		
Hire of tractor for grasscutting 2009 (inc. £32.25VAT)		£ 247.25
BASSINGBOURN URC		
Hire of room July –October 2009 10@£9.00		£ 90.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL		
Chapel Rate		£138.00
MRS S WALMESLEY		
Clerks salary 1/10/09 –31/10/09		
Salary (SLCC review 1/4/09)	£681.18	
Arrears ¼-30/9/09	£ 52.74	
Post etc.	£ 5.40	
Telephone etc.	£ 1.20	£740.52
Less Tax £39.60 NI £28.37 (Employer £33.01)		£667.91
*underpaid £4.64 to be paid December 2009		
TOTAL		£3911.49

Mr Crow expressed concern over the water charge for the Recreation Ground. It was a lot higher than for the same period in 2008. The Clerk was asked to contact Cambridge Water and ask for a check to be carried out.

The accounts were then agreed. PROPOSED Mr White SECONDED Mr Clarke

-Clerk

08. TIMETABLE FOR BUDGET PREPARATION

The Chairman advised that budget discussion would commence at the next Finance and General Purposes committee meeting on the 1st December 2009. He urged any Councillor aware of any big project, or changes requiring funding, to let him know as soon as possible. Mrs Oliver suggested that Mr Lines be pushed for approximate costings on traffic calming at the meeting on the 11th November.

09. SURFACING OF FOOTPATH 7

At the recent site meeting Buchans Landscapes had agreed to revisit the site and suggest an alternative surface specification.

10. CONSERVATION PROJECTS

Mr Crow reported that the working group had met and would now like permission to spend £150 on trees and guards for Wellhead wood and £100 on chalk land grass. Mr Crow proposed this be authorised, which was seconded by Mr White. All Councillors were in agreement. Mr Crow added that more work would be carried out at the end of February. The Chairman reminded him that the conservation group had said they would deal with the long standing ivy problems on trees in the cemetery.

11. PARISH CHURCHYARD

This was still with the Church Warden. It was stated that it was in the interest of the church to clarify this.

12. REQUEST FOR FUNDING FROM BASSINGBOURN YOUTH CLUB

Mrs Oliver had submitted a request from Mrs Piggott, the Community Youth Officer, for £300 towards youth club provision on Wednesday evening. At the present time there were 30 young people attending the youth club on Monday evening. Prior to closing, due to the withdrawal of County funding, Wednesday's figures were of a similar number. There was also the opportunity on Wednesday evening to learn more about ICT. Mrs Piggott felt that the village would gain from the additional evening as young people would not be at risk either to themselves or others due to having something positive to do.

-Clerk

It was confirmed that the £300 was for funding for one year and it was separate from the

connections bus visits. It was then proposed by Mr Crow, seconded by Mr Bunton that the £300 be given, with all Councillors in favour. The Chairman stated that there were items identified in the recent Parish Plan discussions relating to Mrs Piggott and youth provision. The Clerk was asked to invite her to the next meeting to discuss these.

13. VILLAGE GREEN HEDGE

The Chairman advised that the hedge had been discussed with Mr Buchan who suggested continuing to encourage the existing hedge to grow rather than plant hawthorn, which was agreed. Mr Crow suggested that if there were any gaps in the hedge, hawthorn could be planted in them.

14. RAILING FOR FOOTPATH 8 OVER STREAM ENTRANCE FROM KNUTSFORD ROAD

It was advised that now the brambles had been cleared from one side of the crossing, a railing should be installed to make the footpath safer to cross. The Chairman suggested that the committee could agree expenditure up to £300 for this work. All Councillors were in agreement. Mr Crow suggested that as the footpath was from District Council land, they should be approached to pay half the cost. Mr Cathcart agreed to make enquires.

*-Mr
Cathcart*

15. PURCHASE OF SMALL SWING FOR ELBOURN WAY RECREATION AREA

This had been referred from the Recreation Ground committee meeting where a resident had requested a small swing. The committee had agreed the request in principle and this was now subject to agreement of expenditure. The Chairman had obtained three quotations. He advised that there was money in the budget for the youth which had not been spent. Due to the expenditure being higher than the remit for the committee, this would be an agenda item at the Parish Council meeting on the 17th November 2009.

16. CEMETERY LODGE

A letter had been received via Warners Letting Agents, from the current tenants. It asked the Parish Council to increase the current roof insulation from 50mm to 250mm. There was a marked difference in the temperatures upstairs and downstairs. The tenants had tried to obtain quotations but were informed that they could not do so without the consent of the property owners. They were willing to carry out the groundwork. The tenants then asked whether there would be a possibility of being considered as caretakers of the grounds. Finally they gave the recent electricity meter readings following the work on the Cemetery Chapels.

The letter was discussed. Councillors agreed that the insulation should be increased and were happy for the tenants to obtain the quotations. Mr Robinson agreed to obtain a meter reading from the sub-meter so that an adjustment could be made for electricity usage. The Clerk was asked to reply to Warners also adding that there was one more year to run on the current maintenance contract. After that a review would take place and the tenant's offer, if they were still interested, would be taken into account.

*Mr
Robinson
&
-Clerk*

17. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Mr Clarke again expressed concern over the pigeon droppings. He had been on a number of occasions to clear these.

RISK ASSESSMENT –There was no further update on the unstable headstones.

CEMETERY REGULATIONS – The Clerk had a list of graves which were contravening the regulations. Writing to the next of kin was in hand.

APPROVAL OF MEMORIALS –There were none to be approved.

18. ANY OTHER BUSINESS

FOOTPATH BEYOND WAR MEMORIAL –Mrs Falcini advised that the footpath beyond the war memorial on North End needed attention as it was breaking up. A parishioner had recently fallen and injured herself. Mrs Oliver agreed to let the Highway Officer know.

PUBS FOR KIDS PROPOSAL –Mrs Oliver reported that there was a proposal through the Crime and Disorder Partnership for pub landlords to let youngsters have a room for a trust bar where soft drinks were served. This had gone down well in other areas and did not cost any money. The District Council Chairman had spoken to the manufacturer of smoothy machines who had agreed to provide the machines for the landlords.

CAUSEWAY SECTION 106 AGREEMENT –Mr Crow stated that he was still waiting for feedback on the agreement. Mr Cathcart advised that there were some reserved matters that

-Mrs Oliver

needed to be agreed. The Chairman advised that the District Council had now appointed two officers to deal with these agreements so in future there should be a better service.

KNEESWORTH ROUNDABOUT –Mr White advised that the signage and roundabout needed to be repainted. It was dangerous. Mrs Oliver to report. *-Mrs Oliver*

REMEMBRANCE SERVICE –The Clerk advised that the wreath was with Mr Clarke who would lay the wreath at the war memorial on the 8th November. *-Mr Clarke*

WELLHEAD LAND –Mrs Oliver reported that she had heard from County Farms that they would offer the sale of the land for £45,000. This was based on an external valuation. It was stated that a general guide was £10,000 per acre. This would be discussed at the Parish Council meeting on the 17th November.

HIGH STREET LITTER BIN –It had been brought to the attention of the Parish Council at an earlier meeting that the bin by the old Taxi Office was missing. There were other bins outside the SPAR shop, the bakers and by the bus stop. Councillors were asked whether they would like the missing bin replaced. It was agreed that as there were other bins in the vicinity, the bin would not be replaced for now.

19. DATE OF NEXT MEETING

The next Finance and General Purposes committee would be held on the 1st December 2009. The Parish Council meeting would be held on the 17th November and the Recreation Ground committee meeting on the 9th December 2009.

The Chairperson closed the Meeting at 10.05pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
DRAFT Minutes of Meeting held on Tuesday 1st December 2009 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr White, Mr Robinson, Mr Clarke, Mrs Falcini, Mr Crow, Mrs Pidgeon, Mr Saggars, Mr Webb

County Cllr Mrs Oliver

Members of Public –2

01. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mr Bunton, Mr Dickerson, District Cllr Mr Cathcart, District Cllr Mr McCraith.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. YOUTH COMMUNITY –PARISH PLAN (Pat Piggott)

The Chairman confirmed that the Parish Council had agreed a grant of £300 this financial year towards the running of a Wednesday IT youth club. He said that a further donation could be considered but Councillors would need to see some feedback. He then advised that there were some points raised from the Parish Plan including the provision of a drop-in centre and an IT club. Mrs Oliver advised on the Pubs for Kids initiative discussed at previous Parish Council meetings. She added that the police were very supportive. Mrs Piggott stated that at the present time the Pear Tree was the only option but this was not yet under proper ownership.

A youth website was then discussed. The Chairman stated that this would not be part of the main village website. Mrs Piggott suggested that it could fit in with the Wednesday youth club. There would be minimal cost as the young people would be carrying out the development work.

Another suggestion was an information booklet which could go out with the Village Voice to tell young people what was going on. Mrs Piggott suggested that she could arrange this. The only cost would be for the printing. It was advised that in other villages a booklet had been sponsored by local companies.

A discussion then took place on the introduction of a youth forum. Mrs Piggott advised that the youngsters were keen to be involved but there was a great turnover. She added that it was a good idea to try and get their input.

Item 13 was then discussed. Mrs Piggott felt that a reason for the poor attendance was that the people on the bus did not have local knowledge. Mrs Piggott was asked whether she could suggest some alternatives if the Parish Council agreed not to carry on funding the bus. She agreed to come back to the Parish Council with some options. Councillors then agreed that the Connections Bus funding be terminated after the Autumn term. The Clerk to advise the organisers.

-Clerk

The Chairman thanked Mrs Piggott for attending the meeting.

04. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 3rd November 2009 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

05. MATTERS ARISING

ROUSES LEASE –There was no further update. The Clerk had written to the Solicitor confirming that access would be through the recreation ground. Mr Webb advised that he had the forms to complete for change of use. He would complete them and send them the District Council. The Clerk was asked to urge the completion with the Solicitor.

*-Mr Webb
& Clerk*

NOTICE BOARD-Mr Webb confirmed that the contractor had the board for erection. It was advised that the board outside The Limes was broken. The Chairman to measure the panel and Mr Saggars to get a quotation for the repair. It was advised that Mr Bunton had repaired the Kneesworth board.

*-Mr.
Hallett &
Mr Saggars*

SWING CHAINS –Mr Webb to chase the replacement chains with SMP.

-Mr. Webb

TRAFFIC CALMING –This was discussed at the Parish Council meeting. The Clerk to put the request for 20mph advisory signs and access protection markings in writing to the Highway Engineer, Mr Lines.

-Clerk

- KNEESWORTH HOUSE –A letter was sent regarding the Parish Council members for the liaison committee. This was returned to the Clerk to forward to Mr Bond, the Liaison Group Chairman. *-Clerk*
- NORTH END MOAT –The Chairman advised that the Diocese were now involved with establishing responsibilities. It was stated that Highways should keep their part clear and Mr White agreed to urge with Mr Vacher. *-Mr White*
- VILLAGE COLLEGE LIAISON –The next meeting to be held on the 15th December 2009.
- DOG WASTE BINS –In hand. The Clerk was having difficulty contacting the District Council officer. She would try a new route. *-Clerk*
- FIELD NEXT TO THE CEMETERY –The hedge had been cut.
- DISTRICT COUNCIL CABINET MEETING –The Chairman advised that this was a very useful meeting. He had circulated a report on discussions. The Leader, Ray Manning, wanted a closer liaison with parishes.
- CPALC MEETING –The Clerk confirmed she had attended. There were two interesting speakers on funding.
- FOOTPATH THROUGH BARRACKS –Mrs Oliver confirmed that it was not now possible to use the path through the back of the barracks. The gate would be kept locked.
- RAILING OVER STREAM-Mr Cathcart to report back on whether the District Council would contribute to the cost.
- FOOTPATH BEHIND WAR MEMORIAL –Mrs Oliver confirmed this had been reported but there was no budget. Mr Sagers advised that he had received reports from two other parishioners about the condition of the path. Mrs Oliver to pass this information on to Highways. *-Mrs Oliver*
- ROAD MARKINGS –The road markings on the roundabouts at Kneesworth were very dangerous. They urgently needed refreshing as it was difficult to see there were roundabouts there. Mrs Oliver to urge with Highways. *-Mrs Oliver*

06. CORRESPONDENCE

- HGV ISSUES AND COUNTY ADVISORY FREIGHT MAP- Details had been circulated to Councillors. Mrs Falcini stated that six axle vehicles were regularly using South End. *-Mr Hallett*
- MR D COUSANS –Request regarding the ownership of Kefford Close boundary fence. A discussion took place on the fence. The Chairman had a copy of the title plan but did not think this showed ownership. He would check.
- PPP –Application 2010. The Chairman agreed to complete. *-Mr Hallett*
- ANDREW LANSLEY –Request regarding provision of facilities for youth. The Clerk to copy the letter to Pat Piggott and Mrs Falcini who would liaise to compile a reply. *-Mrs Falcini & Clerk*
- FOR INFORMATION
- CPALC Bulletin –Autumn 2009 distributed to Councillors
- CLERKS AND COUNCILS DIRECT –November 2009
- WAR MEMORIALS TRUST BULLETIN –November 2009

07. OPEN FORUM

There were no items raised.

08. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES			
Grounds mtce November 2009 (inc. £194.78VAT)	£1493.29		
Additional Recreation Ground Contract (inc. £23.64VAT)	£ 181.25		£1674.54
VIKING DIRECT			
Envelopes & printer cartridge		£	18.45
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate		£	138.00
WEBCENTRIC LTD			
Hosting of website (inc.£11.25VAT)		£	86.25
COULSON GROUP LTD			
Cemetery Chapel works (inc. £4446.60VAT)			£34,090.60
C.G.M.			
Recreation Ground stream clearance (inc. £455.10VAT)		£	3,489.10
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Treatment for wasp nest in Recreation Ground (inc. £10.50VAT)		£	80.50
MRS S WALMESLEY			

Clerks salary 1/11/09 –30/11/09			
Salary	£681.18		
Underpayment Oct09	£ 4.64		
Post etc.	£ 7.70		
Telephone/Diary etc.	£ 2.20	£695.72	
Less Tax £27.60 NI £22.57 (Employer £26.26)			£645.55
BASSINGBOURN VILLAGE COLLEGE			
Donation towards Wednesday youth club			£300.00
TOTAL			£40522.99

Mr Crow asked what had happened in relation to the excess water bill discussed at the Parish Council meeting. The Clerk advised that she had contacted Cambridge Water Company who had suggested the water be turned off and the meter monitored. Mr Webb advised that he had difficulty accessing the water meter. He added that the clubs were now turning the water off in the Pavilion when not in use, to avoid a repeat of the flooding earlier in the year. Mr Crow advised that he had been told there was a problem in the Pavilion with a dripping tap. The Clerk was asked to contact Cambridge Water Company again and ask them to come out and look. Mr Webb volunteered to meet them.

*-Clerk &
Mr Webb*

Agreed. PROPOSED Mrs Pidgeon SECONDED Mr White

09. BUDGET AND PRECEPT 2010/11

Mr Hallett had prepared a draft budget which he distributed to Councillors. Discussion took place on whether funds should be set aside for the repair to the Church wall as this could be a legal obligation. Other slight amendments were suggested. Taking these into account the Chairman would circulate a further draft which would be circulated for the next meeting. The precept amount would need to be agreed at the full Parish Council meeting on the 26th January 2010.

*-Mr
Hallett*

10. SURFACING OF FOOTPATH 7

At the recent site meeting Buchans Landscapes had agreed to revisit the site and suggest an alternative surface specification.

11. CONSERVATION PROJECTS

Mr Saggars expressed concern over the recent valuation for the County Farms Wellhead land. He felt that all points put forward at the site meeting, regarding the land being used for community use, had been ignored. Mrs Oliver agreed to speak to the County Farms officers to see if there was any possibility of the Parish Council renting the land.

-Mrs Oliver

Mr White then advised that at a recent meeting with Cokenach Estates and the Rights of Way Officer, the landowner asked for permission to carry out some clearance work on Spring Lane towards Ashwell Stret. Mr Crow expressed his concerns over this and felt that it should be left the way it was. Mr White to advise the landowner.

-Mr White

12. PARISH CHURCHYARD

The Chairman advised that the PA to Reverend McFadyen was now carrying out investigations as to the maintenance. She should be in a position to advise in two to three weeks.

13. CONNECTIONS BUS PROJECT

This was discussed under Item3. The Clerk to notify the Connections Bus Team that the service was not required next term.

-Clerk

14. DISTRICT COUNCIL CONSULTATIONS

The Chairman advised that there were four consultations ongoing. He had asked Councillors to look and pass on any comments. He did not have any comment on the Affordable Housing/Landscaping consultation. Applications for tree work were not included in the Statement of Community Involvement consultation and the Design Guide did not include cultural heritage and that new development should be in scale with existing properties. The Chairman agreed to respond with these points on behalf of the Parish Council.

-Mr Hallett

15. GATING OF SOUTH END

Cokenach Estates had suggested that they install a gate across the bottom of South End with a parking and turning area to control fly tipping and general security. They were unwilling to reinstate the hedge unless the road were gated. Mrs Oliver confirmed that she had been told

*-Mr Crow,
Mrs
Oliver,-Mr*

officially that there was no legal way to make them. Mr Crow stated that there had never been a problem in this area in the past. Mr Webb suggested that the Parish Council plant a hedge on Ashwell Stret, with the permission of the County Council. All Councillors agreed. Mr Crow volunteered to investigate the cost of hedging and Mrs Oliver would speak to the County Council. Mr White agreed to draft a reply to Cokenach Estates for the Clerk to send.

*White &
Clerk*

16. LISTING OF OLD PRIMARY SCHOOL

The Chairman suggested that if the old school was listed it would assist in keeping the High Street scene. It was stated that if the Parish Council were ever to take over the school building, it would cost the parish a lot more if it was listed. Before pursuing the listing suggestion, Mr White agreed to follow up on his original indication to the District Council that the Parish Council would be interested in taking the building over.

-Mr White

17. WEBSITE REPORT

The Chairman had compiled statistics on website usage. The hits were increasing.

18. CEMETERY LODGE

The Clerk advised that two quotations had been received relating to insulation. It was proposed by Mr White, seconded by Mr Sagggers that Warners be asked to proceed with the quotation from Total Insulation Solutions, for £149.00, providing both quotes were for the same specification.

-Clerk

19. OTHER CEMETERY BUSINESS

RISK ASSESSMENT –There was no further update on the unstable headstones.

CEMETERY REGULATIONS – The Clerk had a list of graves which were contravening the regulations. Writing to the next of kin was in hand.

APPROVAL OF MEMORIALS –Additional Inscription –HOWES –Approved.

GRAVE ALIGNMENT –The Clerk advised that she had met with the gravedigger following a recent interment. He was concerned that because of the request for the excess soil to be removed, the graves were becoming wider and out of line. He suggested that the Parish Council could provide a skip for the excess soil or appoint their own grave digger. He would be happy to meet with Councillors to discuss. Mr Clarke agreed that the graves were becoming wider with the soil. Councillors agreed that the Clerk arrange a meeting with the gravedigger in the new year.

*-Mr
Clarke*

-Clerk

20. ANY OTHER BUSINESS

VILLAGE SIGN –Mr Crow suggested that the sign would need some attention in the Spring.

FRIENDS OF ROYSTON HOSPITAL –It was agreed that a letter of support, to keep the hospital open, would be sent by the Clerk.

ELBOURN MEMORIAL TRUSTEE –Mr Sagggers asked for the appointment of a Trustee to be put on the next Parish Council agenda. His term as Trustee would expire on the 11th January 2010.

BEECH HEDGE BY VILLAGE GREEN –Mr Clarke had been approached by the village green neighbour asking for the hedge to be lowered by about six inches. This was agreed. If the work needed to be carried out before the next routine cut, it would need to be an agenda item for the expenditure to be approved. This would be an agenda item at the next meeting.

-Clerk

21. DATE OF NEXT MEETING

The next Finance and General Purposes committee would be held on the 5th January 2010.

The Chairperson closed the Meeting at 10.00pm

Chairman

Date